

Louisiana Believes

Charter School Performance Compact: Transfer of Records

Charter schools must comply with LA R.S. 112 and the Family Education Rights and Privacy Act (FERPA) as it relates to the transfer of student records.

Education Records Transfer Requirements

Transfer of Education Records	<ul style="list-style-type: none">• Upon the request of any authorized person on behalf of any public or nonpublic school within and outside Louisiana, a school must provide for the transfer of the education records (including special education records) of any student who was previously enrolled at the school.• Records must be transferred no later than 10 business days from the date of written request.
Parent Review	<ul style="list-style-type: none">• Under FERPA, a school must provide a parent with an opportunity to inspect and review his or her child's education records within 45 days following receipt of a request. A school is required to provide a parent with copies of education records• Also applies to students who have reached their 18th birthday.

Additional Information

ADA Resource	Website
RS 17:112 Student Academic Records	http://legis.la.gov/lss/lss.asp?doc=79759
FERPA Guide (US Department of Education)	http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html
FERPA Guide (LA Department of Education)	http://www.louisianaschools.net/lde/uploads/3312.pdf

This informational document is a general guide to inform schools of basic requirements. It is NOT a substitute for federal, state guidelines and/or the appropriate state and local policies. Please visit the websites above for more information or contact the Office of Portfolio with questions.