

**Series 2002-2003**  
**Circular Letter: C-27**

**TO:** Superintendents of Schools

**FROM:** Theodore S. Sergi  
Commissioner of Education

**DATE:** April 9, 2003

**SUBJECT: Transfer of Student Records**

As you are aware, when a student transfers from one district to another, it is important to minimize the break in instruction and place the student at the appropriate instructional level as soon as possible. Student records provide invaluable information to the receiving district.

A number of districts have shared their frustration concerning students who transfer from other Connecticut districts without their student records being sent. As a reminder, Section 10-220h of the Connecticut General Statutes requires the transfer of student records, within 10 days, upon notification from the receiving district.

Your ongoing cooperation with this requirement will contribute to a smooth transition for transferring students.

TSS:ahc

Attachment

**Sec.10-220h. Transfer of student records.** When a student enrolls in a school in a new school district, the new school district shall provide written notification of such enrollment to the school district in which the student previously attended school. The school district in which the student previously attended school (1) shall transfer the student's education records to the new school district no later than ten days after receipt of such notification, and (2) if the student's parent or guardian did not give written authorization for the transfer of such records, shall send notification of the transfer to the parent or guardian at the same time that it transfers the records.