

Series: 2007-2008  
Circular Letter: C-14

TO: Superintendents of Schools

FROM: Mark K. McQuillan, Commissioner of Education

DATE: March 17, 2008

SUBJECT: Transfer of Student Records

The Connecticut State Department of Education has recently received several questions about the sharing of the State Assigned Student Identifier (SASID) with other school districts and approved Adult Education programs. Connecticut General Statute 10-220h specifies:

*“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.”*

The student’s SASID should be considered a part of his/her education record. The SASID is used to track student academic progress and student movement throughout the State. The latter use enables the accurate reporting of dropout rates, as well as CMT and CAPT results to the proper district and school. Upon transfer, the receiving school district and other educational programs or institutions, e.g., approved Adult Education programs, have a need for and are entitled to the students’ educational records, including their SASID. Local school districts may establish whatever procedures they deem appropriate for requesting and/or transferring a student’s educational records in order to fulfill CGS 10-220h.

The Connecticut State Department of Education expects that as students leave your school district, they are unregistered from the State’s Public School Information System and that the students’ records are being provided to the receiving educational institution in accordance with CGS 10-220h.

If you have any further questions concerning the transfer of student records, please contact Sarah Ellsworth, Chief, Bureau of Data Collection, Research and Evaluation, at (860) 713-6888 or via email at [sarah.ellsworth@ct.gov](mailto:sarah.ellsworth@ct.gov).

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cc: District PSIS Contacts