

*AIM USER GUIDE:
SPED DOCUMENTS
NOT TRANSFERRING*

This AIM User Guide provides instructions for a records transfer process that does not include the expected IEP documents. In this scenario, contact the prior district and request the documents again. The **Process Inbox** on the main page in Infinite Campus shows records released for students.

SPED Documents Not Transferring

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View The Records Transfer:

The **Process Inbox** shows records released for a student. Click the blue link to view transfer. Records transfers may also be viewed under this pathway:

Student Information>General>Enter Student Name>Go>Records Transfer.

1. Select the **Index** tab.
2. Select **Student Information**.
3. Select **General**.
4. Enter the students name, last name, then first name, click **Go**.
5. Select the student from the list. Click on the **Records Transfer** tab.
6. Select the record from the list of Transfers you wish to review.
7. Under the Data Imports portion of the transfer, locate **IEP Import Wizard, Special Ed Evaluation Import Wizard and Special Ed Documents Import Wizard**.
8. If any of these wizards are black with a line through them, one of the following is true in the student's former district:
 - a. The documents are not locked (IEP and Evaluation only).
 - b. The documents don't exist.
 - c. The documents are out of date (IEP and Evaluation only).
9. Return to the **Records Transfer** tab.
10. Click **New State Transfer Request**.
11. Under *Comments*, request the district to check the Special Education records to ensure they are locked and/or updated. Give a contact name and number if it's not indicated under **Requesting District & User**.
12. Click **Submit Request**.

Process	Name	Posted Date	Due Date
Records Transfer	Transfer Released: Rucker, Darius 632187139	08/22/2011	
Records Transfer	Transfer Released: Chesney, Kenny 368555522	08/17/2011	
Records Transfer	Waiting: Mouse, Minnie 567881540	08/05/2011	
Records Transfer	Waiting: Church, Eric 662888660	08/01/2011	
Vertical Interoperability	State Resync Requested	07/18/2011	

Records Transfer Rucker, Darius #

Student: Last Name: Rucker, First Name: Darius, Middle Name: , Gender: M, Birthdate: 06/04/2001, SSN: , Grade: 05, School: 11-12 Cascade School 2, Start Date: 08/31/2011, Enrollment Type: Primary

Requesting District & User: District: 0200 Cascade Public Schools, Name: System Administrator, Username: admin1, Request Date: 08/22/2011, Work Phone: , Email: , Comments: None

Releasing District & User: District: 0556 Phillipsburg K-12 Schools, Name: System Administrator, Username: admin1, Release Date: 08/22/2011, Work Phone: , Email: , Comments: None

Status: Records released.

Transfer Documents: Transcript, IEP, Census Contact Summary, Enrollment History, Schedule, Attendance Period Detail, Assessment Summary, Behavior Summary, Health Condition Summary, Health Screening Summary, Health Immunization Summary

Data Imports: Transcript Import Wizard, Enrollment History Import Wizard, Assessment Import Wizard, Immunization Import Wizard, Health Condition Import Wizard, Health Screening Import Wizard, IEP Import Wizard, MT-Supplemental Documents Import Wizard, Special Ed Evaluation Import Wizard, Special Ed Documents Import Wizard, PLP Import Wizard, PLP Documents Import Wizard

Student Records Transfer

Request a Records Release
This is a Records Release containing the student information, the requesting district/user and the releasing district/user.

Student: Last Name: [REDACTED], First Name: [REDACTED], Middle Name: [REDACTED], Gender: F, Birthdate: 03/14/2018, SSN: [REDACTED], Grade: 04, School: 17-18 Cornelius Hedges School, Start Date: 03/14/2018, Enrollment Type: Primary

Requesting District & User: District: 0466 Kailispell Public Schools, Name: System Administrator, Username: OPlainstaff, Request Date: 03/14/2018, Work Phone: , Email: , Comments: Please lock SPED documents and/or update as necessary. Please call Mary Graff at 406-444-0685 if you have any questions.

Submit Request

For more information, contact Kristie Sears at 1-406-444-0685 or

[Submit an AIM Help Desk Ticket](#)