Requesting Records from a Closed Charter School

EC 7.010 requires student records & transcripts be sent electronically, including a student's course or grade completion, teachers of record, assessment instrument results, placement in special education, IEP, and personal graduation plans. Colleges require E radiation date and diploma type.

NOTE: Record Retention Limits and Request Retention Limits are set to 0 days at TEAL/SAM team's request (to avoid crashing TEAL when calling web services). This is not a test.

Enter as much information as you have about the student for whom you are requesting records. Click Next.
If you know that the student last attended a Charter School that is closed, in the search box enter “Closed Charter” and hit enter.
“Closed Charter Districts” will populate in the institution area. The County District Campus number will always be 300801001. Select this school and click next.

You are now ready to enter an optional message and send the request to Closed Charter Schools for fulfillment.