**Student Record Exchange (SRE)**

KSDE Information Technology

- What is SRE?
- Who uses SRE?
- How does SRE work?
  - Request flow
  - System Navigation
- Who do I contact when I have questions?

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**What is SRE?**

SRE is available free of charge to all districts to facilitate secure and efficient electronic exchange of student records as students move between schools in Kansas.

SRE takes advantage of KSDE’s common authentication system and a method for encrypting information over the internet to provide an efficient, safe and secure way to send and receive student records.

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**SRE Overview: FERPA**

- FERPA does allow the disclosure of education records by a sending school to a receiving school.
- As part of the request process within SRE, both a prior school and an enrolling school will be required to certify that a records request meets specific elements as it pertains to a student transfer.
SRE Users

- SRE is available for use by the following building types:
  - Public schools
  - Private schools
  - Service centers
  - Special education cooperatives and interlocals

SRE Users: Available Roles

<table>
<thead>
<tr>
<th>User Role (District or School)</th>
<th>Permissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send Receive</td>
<td>• Submit a student records request</td>
</tr>
<tr>
<td></td>
<td>• Attach student records to the request</td>
</tr>
<tr>
<td></td>
<td>• Update the status of a request</td>
</tr>
<tr>
<td></td>
<td>• View the student records attached to the request</td>
</tr>
<tr>
<td>Send Only</td>
<td>• Attach student records</td>
</tr>
<tr>
<td></td>
<td>• Update the status for requests</td>
</tr>
<tr>
<td>Receive Only</td>
<td>• Submit a student records request</td>
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<tr>
<td></td>
<td>• View the student records attached to the request</td>
</tr>
</tbody>
</table>

SRE Contact

- The Directory Updates system contains an SRE Contact for each building in each district.
- The email for the SRE Contact is where the alert is sent indicating that activity has occurred in SRE for that building.

Resource: SRE Contact in Directory Updates

How does SRE work?

SRE Overview: Data Flow
**SRE Overview: Request Process Flow**

- **School A**
  - Initiates Request
  - Waits for reply,
    - Downloads records if uploaded by School B to SRE
    - Marks request status as “Request Completed”
    - If there are problems with the records or additional records are needed, update the original request with “Request Updated”

- **School B**
  - Receives email notice
  - Logs into SRE and replies to request
    - Sends records via outside method or sends records via upload method
    - Marks request status as “Request Responded” in SRE

- **School A**
  - Replies to updated request

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**SRE: Dashboard**

- The first screen you see when you log in to SRE is the Dashboard.
- The five most recent requests are displayed.
- Depending on your access level, you will see requests that you have made, requests that other schools have made, or both.

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**SRE: Search School Contact Info**

- The Search School Contact Info screen is where you will look for the SRE Contact information for any building that is eligible to use SRE.
- Select the student’s prior school district from the dropdown list.
- A list of buildings for that district is displayed in the table.
SRE: Search School Contact Info

- Select a district to access a list of all buildings in the district
- Click on "Request Records" to send a request to that building

SRE: Student Search

- This screen provides the ability to search for a student in the KIDS system.
- The student search feature requires you to have a few basic pieces of information about the student to complete the search.

SRE: Submit Request
There are several ways to reach the Submit Request screen:

- Select the “Submit Request” link in the left navigation pane.
- Select the “Request Records” link from the “Search School Contact” screen.
- Select the “Requests Records” link from the “Student Search” screen.

Select the district and building you want to receive a request. Enter at least the student’s first and last name. Check the boxes for the documents you would like to request. Click on “Other” to open a text field to add a comment. Click “Submit” to send the request to the school you have chosen.

Contact information for the school you selected above appears at the bottom of the screen.

SRE: Submit Request

This screen displays the same information that is displayed in the “My Requests” table on the “Dashboard.”

Filters are available. Note the “Request Status” column.

Select “View” to see details.
SRE: Received Requests

- This screen displays the same information that is displayed in the “Received Requests” table on the “Dashboard.”

SRE: View Records Request

- This screen displays the same information that is displayed in the “My Requests” table on the “Dashboard.”

Filters are available. Note the “Request Status” column.

Select “View” to see details.

Contact information for both schools is displayed at the bottom of the screen.
This screen is where files are uploaded by the prior school and where files are downloaded by the receiving school.

If a school has uploaded records, they will appear in this section for you to download.

Click here to download the record.

If a school has uploaded records, they will appear in this section for you to download.

Click here to upload records.

Click here once all files have been uploaded.

Request Status

<table>
<thead>
<tr>
<th>Request Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Submitted</td>
<td>Enrolling School submitted request</td>
</tr>
<tr>
<td>Request Responded</td>
<td>Prior School attached records or sent them by fax or mail</td>
</tr>
<tr>
<td>Request Completed</td>
<td>Enrolling School downloaded or received the records</td>
</tr>
<tr>
<td>Request Updated</td>
<td>Enrolling school updated and resubmitted the request.</td>
</tr>
</tbody>
</table>
This screen is where you can generate reports that display information that has been submitted to the KIDS system. The data may be useful for you when determining where the student was previously attending, what courses the student has taken, and if there are services that the student received or programs the student attended while attending a prior school.

I certify that I am requesting the disclosure of education records of the student included in this request because the student seeks or intends to enroll in the receiving school or school system, or the student is already enrolled and the disclosure is for purposes related to the student’s enrollment or transfer.

Sample Data

- Enrollment History
- Student Courses
- Student Records

Who do I contact when I have questions?
• Contact the SRE helpdesk email account sre@ksde.org or KSDE Help Desk 785-296-7935 with questions.

• Website: http://www.ksde.org/Agency/FiscalandAdministrativeServices/InformationTechnology(IT)/StudentRecordExchange(SRE).aspx
  * SRE User’s Guide
  * SRE: Gaining Access to Common Authentication
  * Quick Start Guide to SRE

• When you use the “Student Search” in SRE, you are not claiming the student.
• When you submit a records request in SRE, you are not claiming the student.

• Consider a group email for a building as the SRE Contact email so that multiple people will receive the SRE activity email.