

November 30, 2006

Dear School Counselor:

The Indiana Department of Correction (IDOC) and the Indiana Department of Education (IDOE), have collaborated to develop the *Educational Transition Portfolio* in order to facilitate and expedite the transfer of student records from IDOC to the local school district.

In some instances, IDOC has experienced difficulty in securing school records from the student's public school during processing/arrival at the IDOC facility. This letter is to clarify that the transfer of student records from the IDOC school/facility does NOT require written consent from the student's parent or guardian. Please assist with any request for student records requested by the IDOC facility. Once the facility obtains the student's records they will be able to provide educational services and comply with a student's IEP in a timely manner.

If you have any questions regarding this issue, please contact Cathy Danyluk, Juvenile Justice Specialist, Indiana Department of Education 317/232-9150 or [cdanyluk@doe.state.in.us](mailto:cdanyluk@doe.state.in.us) or Matt Fleck, Academic & Career Specialist, Indiana Department of Education, 317/232-9172 or [mfleck@doe.state.in.us](mailto:mfleck@doe.state.in.us).

Thank you for your assistance.

Sincerely,

Gaylon Nettles  
Director/State Attendance Officer  
Office of Student Services  
Indiana Department of Education

John M. Nally  
Director of Education  
Indiana Department of Correction