

WARN-02

10/02/2026 6:41 am EDT

Rule: Students With an Incomplete Transfer Student Records Process

Summary

This validation identifies students whose Transfer Student Records process may not be complete for the applicable PMR reporting interval.

Review the student's Records Transfer information to determine whether a transfer request requires additional action.

Severity

WARNING

What to Review

For each student reported in the validation, review the status of the student's transfer request.

- Search for the student.
- Open *Student Information > General > Records Transfer*.
- Review the student's transfer request.
- Review the Status of the request.

Request Date	Name	Status	Requesting District	Releasing District
11/24/2025	Archer, Jonah	error	Infinite Campus	

Records Transfer Archer, Jonah #

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

Student:		Enrollment Type: Primary	
Last Name	Archer	First Name	Jonah
Sex	M	Birthdate	02/01/2009
Grade	11	School	25-26 Lincoln High School
		SSN	11/24/2025

Requesting District & User	
District	180 Infinite Campus
Name	Marissa Green
Request Date	11/24/2025
Work Phone	
Username	DPladmin
Email	
Comments	
None	

Releasing District & User	
District	
Name	
Release Date	
Work Phone	
Username	
Email	
Comments	
None	

Error Message: No former district records found.

- Determine whether the previous school used Infinite Campus.
- Determine whether the transfer request requires additional action.



Note: A student appearing in WARN-02 does not always require a correction. If the student's previous school did not use Infinite Campus or the record was transferred in another request, no further action is needed for this validation.

Recommended Action

The action depends on the status of the transfer request and system used by the previous school.

Transfer Request Has an Error

If the transfer request shows an error and the student previously attended a school using Infinite Campus:

- Review the transfer request information.
- Confirm the previous school attended by the student.
- Submit a **New State Transfer Request** or **New National Transfer Request**, as applicable.

New State Transfer Request

Transfers

Request Date	Name	Status	Requesting District	Releasing District
11/24/2025	Archer, Jonah	error	Infinite Campus	

Records Transfer Archer, Jonah #

Use this tool to request the release of a transfer student's records. The following information will be sent to the student's former district and they will be given the opportunity to release their records. Only an exact student match can yield a release, so it is a good idea to call the district to confirm this student was enrolled there and to let them know to expect a release request.

Student:		Enrollment Type: Primary	
Last Name	Archer	First Name	Jonah
Sex	M	Birthdate	02/01/2009
Grade	12	School	26-27 Lincoln School
		SSN	
		Start Date	08/24/2026

Requesting District & User			
District	180 Infinite Campus	Name	Marissa Green
Request Date	09/10/2026	Work Phone	
Username			
Email			
Comments 			

Submit Request

- Review the new request to confirm it was submitted successfully.

Refer to the [Records Transfer \(Student Information\) | Infinite Campus](https://kb.infinitecampus.com/help/records-transfer-student) (<https://kb.infinitecampus.com/help/records-transfer-student>) article for detailed instructions for submitting transfer requests.

Transfer Request Is Waiting

If the transfer request remains in a waiting status:

- Confirm that the transfer request was sent to the correct previous school.
- Contact the previous school to determine the status of the records release.
- Continue to monitor the transfer request until the process is complete.

Previous School Did Not Use Infinite Campus

If the student's previous school did not use Infinite Campus, no additional action is needed.

Follow applicable local procedures for obtaining and maintaining the student's records.



Note: WARN-02 is a review condition. Do not create or resubmit a transfer request when the student's previous school did not use Infinite Campus solely to clear the validation.

Verify the Review or Correction

If a new transfer request was submitted:

- Return to *Student Information > General > Records Transfer*.

- Review the updated requests status.
- Rerun the applicable PMR WARN Validations, as needed.
- Confirm that the validation result reflects the current transfer status.

If the previous school did not use Infinite Campus or the transfer request is appropriately waiting:

- Confirm that the reported condition has been reviewed.
- Complete any applicable records transfer follow up.
- No additional correction is needed solely to clear WARN-02.
- Continue reviewing any remaining Warning validation results.

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