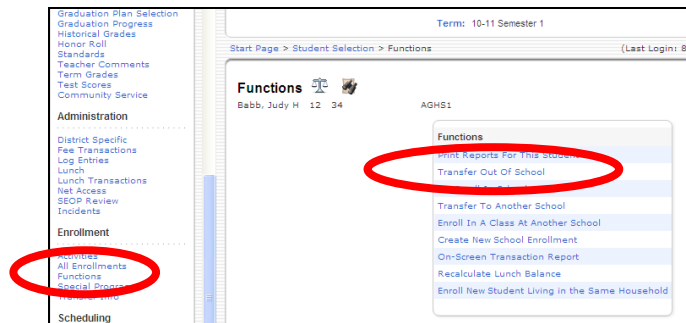


## Transferring Out a Student - version 7.6

From the Start page Search for your student.

Select Functions

Select Transfer Out Of School



Key in:

- a Transfer comment
- the Date of transfer (which is the day after the last day the student attended class)
- select an Exit code
- if you are fairly certain that the student will not return, leave the box unchecked
- Submit

In version 7.6, when you transfer out a student and **do not check the box**, it removes the student from their:

- Current Classes
- removes Future Requests
- removes the Next School Indicator
- unchecks the box to Schedule This Student