



How to Transfer a No-Show Student Out of School

This article describes how to transfer a no-show student out of school. Remember to check and confirm that the system has removed classes, requests, and changed the Scheduling Setup page after you transfer out a student. It should perform this process for you if you are on version 7.6.2 or later, but check to make sure.

Active Students

- On the Start page, search for and select the student.
- On the Modify Schedule page, check all the Drop boxes and select Drop. It will ask the Exit date and you will key in the same date as the Enter date. Remove all course requests.
- Choose the student's Transfer Info page. Take note of the entry date for the student's current enrollment.
- Choose the student's Functions page.
- Click **Transfer Out Of School**.
- Enter a Transfer Comment stating that the student is a no-show. (Optional)
- Enter the Date of Transfer. This date should be equal to the student's entry date from step 2.
- Select the appropriate Exit Code.
- Submit your changes.

If the date of transfer is on or before the current date, the student will be transferred out immediately. This scenario is common when transferring out a no-show student during the school year.

If the date of transfer is a future date, the transfer will be a pending transfer and will be processed automatically when the transfer date arrives. The latter scenario is common when transferring out a no-show student during the summer before school has started.

Pre-Registered Students

PowerSchool does not allow users to perform the Transfer Out function for students that are pre-registered (enroll_status=-1), or otherwise marked as inactive (enroll_status is not equal to 0). If a pre-registered student is identified as a no-show before the student's future start date, one of the following procedures may be used to transfer the student out as a no show.

Method 1

1. Ignore the student record until the student's entry date. PowerSchool will automatically make the student active upon the arrival of the student's entry date.
2. Select the "now active" student on or after the entry date.
3. Exit student from all classes in Modify Schedule.
4. Choose the student's Functions page. Click **Transfer Out Of School**.
5. Enter a Transfer Comment stating that the student is a no-show. (Optional)
6. Enter the Date of Transfer. This date should be equal to the student's entry date.
7. Select the appropriate Exit Code.
8. Submit your changes.

Method 2

If you do not wish to wait until the student's entry date to mark the student as a no-show, perform the following steps to transfer the student out of school.

1. Select the pre-registered student.
2. Exit student from all classes in Modify Schedule.
3. Navigate to the Transfer Info student screen. Select the student's current enrollment.
4. Change the student's exit date to the same date as the student's entry date.
5. Select the appropriate Exit Code.
6. Submit your changes.
7. Contact your administrator to update the student's enroll_status value from -1 (pre-registered) to 2 (Transferred Out).