

Transfer Student from One School to Another School in District

The process to transfer a student from one school to another includes four major steps:

1. Print, then Exit student from classes.
2. Transfer the student out of one school.
3. Transfer the student to another school.
4. Enroll the student as an active student at the new school.

The process of transferring a student out of school is described in full detail below:

1. Select the student at the school in which the student is currently enrolled. (It is recommended to make copy of attendance & grades)
2. Navigate to the All Enrollments screen and print a copy of the schedule. Select Modify Schedule and Drop the classes (day after last day of class)
3. Navigate to the Functions student screen.
4. Click Transfer Out of School.
5. Enter the appropriate transfer info including the Exit Date, Transfer Comments, and Exit Code. Check to exit and Special Programs and check box to keep Scheduling Setup screen information.
6. Click the Submit button.

Transfer Student Out   

Adair, Brandon William 12 840001095 AGHS1

Who will be transferred out	Adair, Brandon William
Transfer comment	<input type="text" value="Test transfer"/>
Date of transfer (should be the day after the student's last day in class)	<input type="text" value="10/14/2008"/>
Exit code	<input type="text" value="T2 (MS - Transfer To Another School)"/>
<input checked="" type="checkbox"/> Check here if student(s) intend to enroll in school during next school year.*	

* If the box is **NOT** checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.

7. Verify that the student was transferred out of school. **Note:** If the transfer is in the pending status, do not proceed with the rest of these steps as the student has not been transferred out.
8. Navigate to the Functions student screen.
9. Click Transfer to Another School.
10. Select a destination school from the drop-down menu.

11. Click Submit. The student will be moved to the destination school but will not be active yet.

The screenshot shows the 'Transfer to Another School' form. At the top, the breadcrumb trail is 'Start Page > Student Selection > Functions > Transfer to Another School'. The form title is 'Transfer to Another School' with a red arrow icon. Below the title, the student information is displayed: 'Schlotfeldt, Adam G 12 840001711 AGHS1 Transferred Out'. The main form area has a light blue header 'Who will be transferred' with the value 'Schlotfeldt, Adam G'. Below that is a dropdown menu 'To which school?' with 'Cherry Hill Middle School' selected. A note below the dropdown reads: 'Note: The student must have already been transferred out of this school (be inactive) to use this function.' At the bottom right of the form is a blue 'Submit' button.

12. Notify the destination school.
13. The destination school will select the student that has just been transferred over. **Note:** The student will not show up in a regular search. Be sure to precede your search string with the / character to include inactive students in your search.
14. Navigate to the Functions student screen.
15. Click Re-Enroll in School.
16. Enter the appropriate enrollment information such as the Entry Date, Entry Code, Entry Comment, Full Time Equivalency, and Grade Level.
17. Click Submit.

The screenshot shows the 'Re-Enroll Student' form. At the top, the breadcrumb trail is 'Start Page > Student Selection > Functions > Re-Enroll Student'. The form title is 'Re-Enroll Student' with a red arrow icon. Below the title, the student information is displayed: 'Schlotfeldt, Adam G 12 840001711 CHMS Transferred Out'. The main form area has a light blue header 'Student to re-enroll' with the value 'Schlotfeldt, Adam G'. Below that are several fields: 'Date of re-enrollment' with the value '10/14/2008', 'Entry code' with a dropdown menu showing '01 (MS - Reentry from dropout - illness)', 'Entry comment' with a text box containing 'Re-entered middle school.', 'Full-Time Equivalency' with a dropdown menu showing 'Full Time', 'Grade Level' with a dropdown menu showing '8', 'Track' with a dropdown menu showing 'B', 'District of Residence' with a dropdown menu showing 'Saratoga School District (0600)', and 'Restore class enrollments?' with a dropdown menu showing 'Yes'. A note at the bottom reads: 'Note: Regardless of the date specified above, the student's records will be re-activated immediately.'

18. Verify that the student is now an active student at the new school.