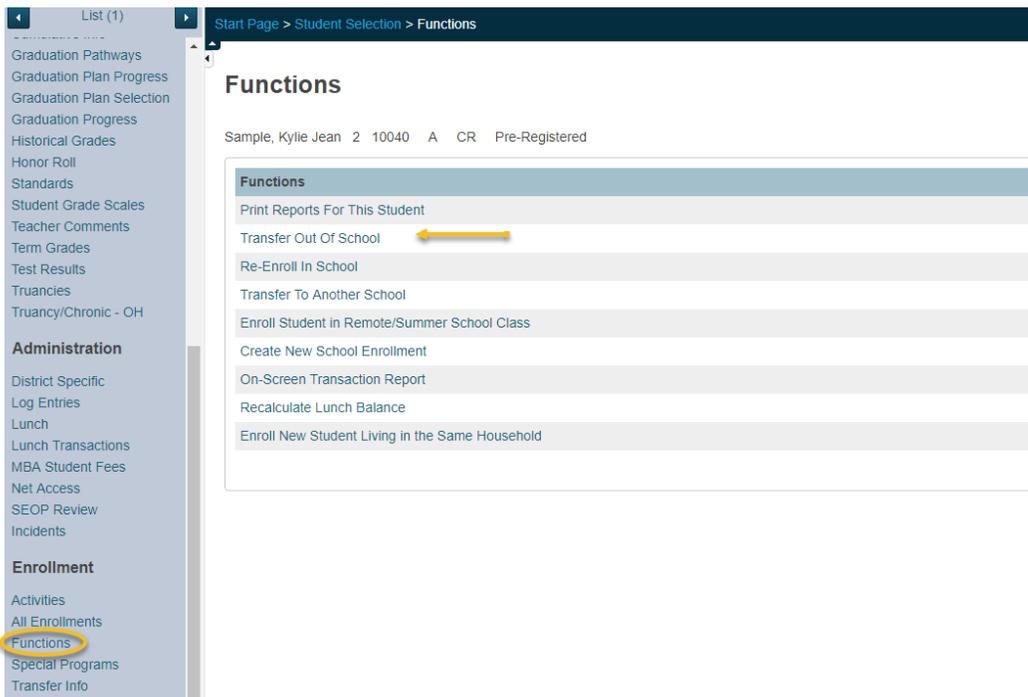


Transferring Students

Transfer Out of School

When a student leaves the district, this is considered a 'Transfer Out'. Transferring a student does not delete the student record, it simply makes the record Inactive.

Search for the student to withdrawal. On the Student menu, scroll down to Enrollment and choose Functions. From the Functions menu, choose 'Transfer Out Of School'.



On the student's Transfer Student Out page, verify the student name to be transferred out. Enter in any applicable comments for the transfer. Fill in the Date of Transfer with the day *AFTER* the student's last day in class. Choose the appropriate Exit Code and, if applicable, fill in the Withdrawn to IRN box. Click Submit. Any future attendance entered or courses will be automatically dropped.

The student is now in an Inactive status and will not be listed immediately when searching for students.

Transfer a Student to Another School in the Same District

For a student to attend a different school within the same school district (ie: a different Elementary building), the student must first be transferred out of the current school. Do this by following the instructions above to Transfer Out of School.

Once the student is inactive, search for the student by adding a slash (/) in front of the student's name. Choose the student and click on Functions. From the Functions menu, choose Transfer To Another School.

Start Page

Students Staff Contacts

/sample, kylie

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

K 1 2 3 4 5 M F All Stored Searches Stored Selections Multi Select

List (1)

Start Page > Student Selection > Functions

Functions

Sample, Kylie Jean 2 10040 A CR Pre-Registered

Functions

- Print Reports For This Student
- Transfer Out Of School
- Re-Enroll In School
- Transfer To Another School
- Enroll Student in Remote/Summer School Class
- Create New School Enrollment
- On-Screen Transaction Report
- Recalculate Lunch Balance
- Enroll New Student Living in the Same Household

Administration

- District Specific
- Log Entries
- Lunch
- Lunch Transactions
- MBA Student Fees
- Net Access
- SEOP Review
- Incidents

Enrollment

- Activities
- All Enrollments
- Functions
- Special Programs
- Transfer Info

Choose the school in which to transfer the student and click Submit. The student is now an Inactive student at the current building and an Inactive student at the receiving building.

Re-Enroll a Student

To re-enroll a student that previously withdrew, or to re-enroll a student sent to you by another school within your district, you will need to use the Re-Enroll in School function. To ensure a duplicate record is not created, you will need to search for the Inactive student by placing a slash (/) in front of the student's name when searching.

Once you have selected the student, click on Functions. Choose Re-Enroll in School and complete the fields. Tip: the date chosen for re-enrollment must be a day that school is in session.

Start Page > Student Selection > Functions

Functions

Sample, Kylie Jean 2 10040 A CR Pre-Registered

- Print Reports For This Student
- Transfer Out Of School
- Re-Enroll In School
- Transfer To Another School
- Enroll Student in Remote/Summer School Class
- Create New School Enrollment
- On-Screen Transaction Report
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- Special Programs
- Transfer Info

3 161115 CR Transferred Out

Student to re-enroll

Date of re-enrollment: 07/24/2018

Entry code: [dropdown]

Entry comment: [text box]

Full-Time Equivalency: Full-time (These choices are Term Year specific. Please confirm that the current Term context is correct.)

Grade Level: 3

Track: [dropdown]

District of Residence: [dropdown]

Restore class enrollments?: Yes

Note: Regardless of the date specified above, the student's records will be re-activated immediately.

Submit

If the date of enrollment is in the future, student will appear as Pre-Registered and is available for scheduling. On the enrollment date, the student will no longer be considered Pre-Registered.