



STUDENT SUMMER TRANSFER PROCEDURES

Purpose: Administration – Procedures for summer time transferring of students out of school that will not be returning for the next school year.

All Schools have students that will be completing the current school year but will be leaving the district for the 2009-2010 School Year. In some cases, these students will have participated in the scheduling process unaware that a pending transfer will be taking place, while in other cases you have been informed they will not be back, some time ago. **The critical piece in these situations is that the student will remain active for this entire school year and be included in State Reporting.**

Summer transfers need to be treated a little differently than the normal transfer during the school year.

In an effort to assist both the Department of Education and districts in tracking these types of transfers, we would like to try something new!

The Issue: Each spring when state reporting is done through EASIER. students in situations described above are included in state reports.

Example: Through EASIER reporting, the state determines that Apple Grove District – Apple Grove High School has 100 11th grade students at the end of the 2008-2009 School Year. Unfortunately for Apple Grove, 15 of these 11th graders are not returning for the 2009-2010 school year.

In the past, school secretaries upon receiving requests for transfer of records, etc. would immediately remove these students from the 2009-2010 School Year. After all, they will not be here.

The problem arises, however with the next Fall EASIER reporting. When the extracts are submitted, certified, etc. it now shows that Apple Grove has 85 11th Graders. Where did the other 15 students go? There is no record of their movement and the Department of Ed is left with having to contact the district, asking them to go back and retrieve where these students are. Often times, the district contact person is someone who is not directly involved in doing the transfers thus setting off a chain of contacts, and additional work that we will hopefully avoid with some of these new procedures.

SUGGESTED PROCEDURES: For students completing this year – but leaving for next year.

In Terms of Scheduling

- Make sure ALL Course Requests for these students have been removed
- Uncheck the "Schedule This Student" box



In Terms of Next Year Grade – Next School Settings

- Set their Next Year Grade as if they were returning to your district
- Set their Next School setting as if they were returning to your district

NOTE: In some of these situations, the student would be changing schools through normal matriculation if staying in the district (for example, 8th Graders who would be moving on to High School). **In these situations, we recommend that the Next School indeed be set to the High School and even though the High School will technically not see the Student, they will make the Transfer!**

Performing the Actual Transfer

While schools will be informed of the student's intentions to transfer throughout spring and summer, here is what we would recommend:

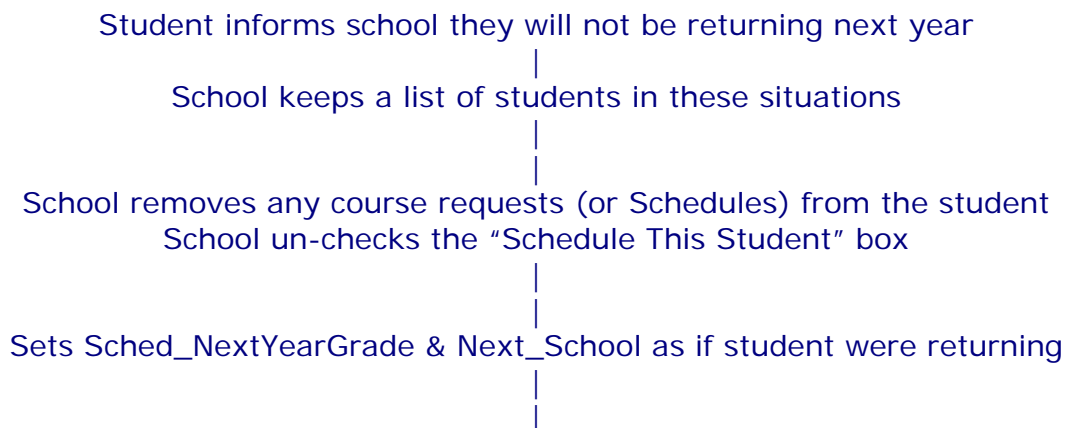
- Keep a list of these students – where they will transfer, etc.
- **Once Year End Processing has been run for your District, they can then go in and process the Transfer.**
- **Transfer Date should be the First Day of School**

NOTE: This essentially will leave the student with an enrollment record for the first day of school and an exit record for the first day of school. Sequential records in the extract should send these transactions in the proper order.

What good will this do?

While we realize this is some additional work and some additional communication will need to take place between schools, our goal is to provide a better, more accurate State Reporting procedure for next fall. By having the transfer take place, associated with the 2009-2010 school year, a record of these transfers should go to the state. This should in turn lower the work load next fall when time is short in supply and your stress level is high.

Quick Review – Flow of the Process





Year End Process is run for the district

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School performs the Student Transfer using the first day of the 2009 -2010 school year as the Exit Date

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Transfer Records should be included in the 2009-2010 EASIER Extracts, providing the Department of Ed with a way to track these student transfers

Students simply Changing Schools – BUT remaining in the District

The key component here, is that right up till the time Year End processing is run, the Next_School field MUST be maintained. Once Year End processing is completed, then the normal Transfer process is used.

One Key Change from last year – is All Entries and Exit Dates should be entered as the First Day of School for the 2009-2010 School Year – NOT THE DATE THEY TOLD YOU ABOUT IT, OR YOU ENTERED IT!