



Withdrawing or Transferring a Student Out of Your District (NOT TRANSFERRING TO ANOTHER SCHOOL IN YOUR DISTRICT)

Purpose: All Administrators – directions for withdrawing a student from your school that is transferring out of your district.

To withdraw or transfer an individual student from PowerSchool – do the following:

1. From the Start Page – Search and locate the student you wish to withdraw
2. This should bring up the student’s record.
3. Click **Functions** (under Enrollment)
4. From the Functions Menu – select **“Transfer out of School”**

This will bring up the following screen:

On this screen, enter a comment if desired as well as the date of transfer and select the appropriate Exit Code.

5. Click **Submit**

Transfer Student Out
Alfonso, Scott 11 10145 AGHS

NOTE: It is critical that the Date of Transfer be the day AFTER the student’s last day in class.

For example, a student leaving school after classes on March 14, 2007 would have a Date of Transfer entered as 03/15/2007.

Who will be transferred out: Alfonso, Scott

Transfer comment: Moving to Ohio

Date of transfer (should be the day after the student's last day in class): 03/11/2007

Exit code: W2 (Transfer out of State)

Also transfer out of selected programs:

- Gifted and Talented
- A+ Program
- 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.

Submit



Once you click Submit this screen will appear.

Alert:

Student Transfers: 1 transfered, 0 pending transfer, 0 errors.

Back

At this point the best thing to do is click on the PowerSchool logo to go back to the start page. However, if you click Back you will get another screen that can be confusing.

Transfer Student Out 🚫 💰 ⚠️

Baker, Cole 11 840000706 AGHS Transferred Out

Who will be transferred out

Baker, Cole

This student is inactive and cannot be transferred out.

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.

This transfer Student Out screen is sort of a conformation page that tells you the current status of the student and confirms the process you just went through worked.

Just ignore the page and go back to a start page by clicking on the PowerSchool Logo

By going through the above transfer process you have done the following:

- A Withdrawal record (from School) is written to the Transfer Info screen
- The Student is Withdrawn from Class Sections on the effective date
- A Withdrawal from Class record is written to the All Enrollments screen



Exit Codes are set at the District Level

- From the District Office Start Page – Select District (under Setup)
- Select Exit Codes – define the appropriate codes



Quick View

Withdrawing or Transferring a Student Out of Your District

From Start Page

1. Search for student you want to withdraw and bring up any of his/her student pages
2. Click **Functions** (under Enrollment)
3. Select **Transfer Out of School**
4. Enter **Comment**
5. Enter **Date**
6. Enter **Exit Code**
7. Select other programs to transfer out of
8. Click **Submit**
9. Click **Back** or Click on **PowerSchool logo** to go back to start page.