



TRANSFERRING A STUDENT TO ANOTHER SCHOOL IN YOUR DISTRICT

Purpose: *All Administrators* - Transferring a student to another school in your District is essentially a three step process in PowerSchool. Two steps for the Transferring School and one step for the receiving school. This handout walks you through the transfer and receiving processes.

In order for you to be able to transfer a student to another school in your District, you must first finish this Step 1 "Transfer the student out of School"

From the School Start page:

1. Search and locate the student you wish to transfer
2. From the "Functions" Menu (under Enrollment) – select "**Transfer Out of School**"

3. This will bring up a transfer information screen similar to this

Who will be transferred out Brandt, Emma P

Transfer comment Transferring to High School

Date of transfer (should be the day after the student's last day in class) 03/13/2007

Exit code W1 (In State Transfer)

Check here if student(s) intend to enroll in school during next school year.*

4. Click **Submit**
Clicking Submit will inactivate the student and write an exit record (school enrollment) to the Transfer Info screen.

5. An Alert screen appears confirming the transfer has been made

Alert:
Student Transfers: 1 transferred, 0 pending transfer, 0 errors.

Back

6. Don't click BACK. You are still in the student's page so simply go to #1 in Step 2.

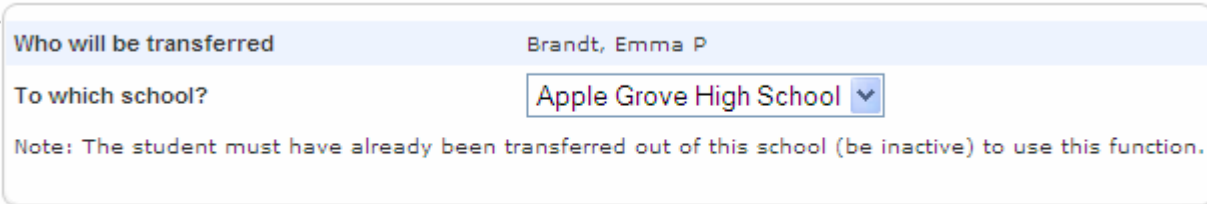
These steps will also inactivate the students from current and future classes and write a class section exit record for each class section to the All Enrollments screen.

Step 2 – Transferring the Student to Their New School

Once the student is transferred out from their current school, you may now transfer them from their current school to their new school.

Assuming you just came from Step 1 you are still in the student's page (if not search with / for student)

1. From the "Functions Menu" select "**Transfer to Another School**"
2. You will receive a screen similar to the one below:



Who will be transferred: Brandt, Emma P

To which school?: Apple Grove High School

Note: The student must have already been transferred out of this school (be inactive) to use this function.

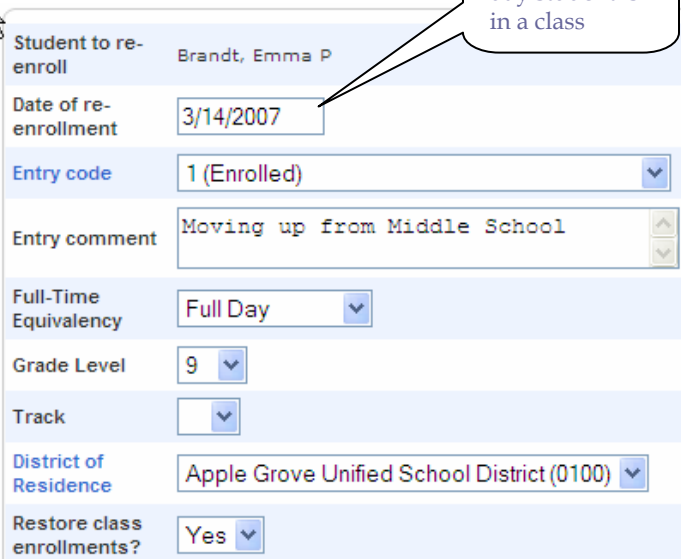
Submit

3. Select the School the student will be transferring to
4. Click **Submit**
5. A confirmation **Alert** will show you the student has been transferred.
6. Click on Start page or the PowerSchool Logo. **DO NOT CLICK ON** Back
7. The student will now be transferred to their new building, BUT WILL BE INACTIVE in that building.
8. Click on the PowerSchool Logo to go back to the Start Page. This School has completed the transfer steps

Step 3 Activating a Student at the Receiving (new) School

Once the student has been transferred, they must then be activated by the receiving school. To do this you must first locate the student.

1. From the Start Page in the Search box – type in the following command:
transferred-in
2. This will locate any students who have been transferred to your building (if only one student matches that scenario, it will take you to that student's record)
3. From the "Functions" Menu – select **Re-Enroll In School**. This brings up an enrollment screen similar to the one here:



Student to re-enroll: Brandt, Emma P

Date of re-enrollment: 3/14/2007

Entry code: 1 (Enrolled)

Entry comment: Moving up from Middle School

Full-Time Equivalency: Full Day

Grade Level: 9

Track:

District of Residence: Apple Grove Unified School District (0100)

Restore class enrollments?: Yes

This is the first day student is in a class

Be sure to select the correct Entry Code, Full-Time Equivalency, etc.



Clicking **Submit** activates the student in the new school and writes a school enrollment record to the “**Transfer Info**” screen. When the student is enrolled in Class Sections, then Class enrollment records will be written to the “All Enrollments” screen.

NOTE: One additional Search Method may be used in step 1, in place of the “transferred-in” command. If you are aware of the student’s last name, in the Search box, simply type in a “/” (forward slash) and the student’s Last Name. For example, if you have a student with the last name of Neilly who was just transferred in, you would enter:

/Neilly

This should locate the Student for you. **We recommend the “transferred-in” command in step 3, as you are not subject to correct spelling of the name, etc.**

Once the student is located, the process and outcome are the same.



Quick View Transferring Student to Another School in Your District

Step 1 Transfer Out of Your School

1. Search for Student
2. Functions (under Enrollment), select **Transfer Out of School**
3. Complete information
4. Click **Submit**

Step 2 Transfer to New School

1. From **Functions** select **Transfer to Another School**
2. Select the School to transfer to
3. **Submit**
4. DO NOT click Back
5. Click **PowerSchool** Logo
6. Done

Step 3 Activating Student at New School

1. Enter **Transferred-in** in the search box on the Start Page
2. Either click on the appropriate student or if only student, their record will appear
3. **Functions**
4. **Re-Enroll In School**
5. Enter information
6. **Submit**
7. Either enroll student in classes or click PowerSchool Logo to return to Start Page.