



Nova Scotia Student Information System

Nova Scotia Public Education System

Process Guide: Out of Board Transfer Student (Interim)

Student Information System - PowerSchool

Last Revised: August, 2010

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I. OVERVIEW

Students may transfer into or out of a school at various times throughout the school year and may be transferring from one school board to another. For the transferring student, either the new school or the originating school (or both) may be using PowerSchool to manage their student information. Some student information that is maintained within a student's cumulative record and/or confidential record files continue to be managed using existing, manual processes.

This process is focused on describing those students who are transferring from one Nova Scotia school board to another. Out of Province and/or Out of Country student transfers should continue to be managed using existing practices established within the school/school board.

An interim process is defined to cover the gap until all Nova Scotia schools are setup and using PowerSchool. PowerSchool is being customized to automate the process to transfer students and their relevant information from one school to another, regardless of the school board.

I.1.HIGHLIGHTS

Some highlights of the key information collected within this process are:

- Identifying if the student is transferring from a school outside your school board.
- Identifying if the student transferring is coming from a school using PowerSchool.
- Obtaining relevant student record information for the student who is transferring into your school.
- The following student related information is transferred from one school board to another:
 - Student demographics – name, NS student number, address, phone number, parent/guardian information, emergency contact, and medical information
 - Student historical grades
 - Transfer information (i.e., program, planned destination)
 - Exit/withdrawal information (i.e., date student left the previous school)

I.2.AUDIENCE

The roles involved with this workflow process include(s):

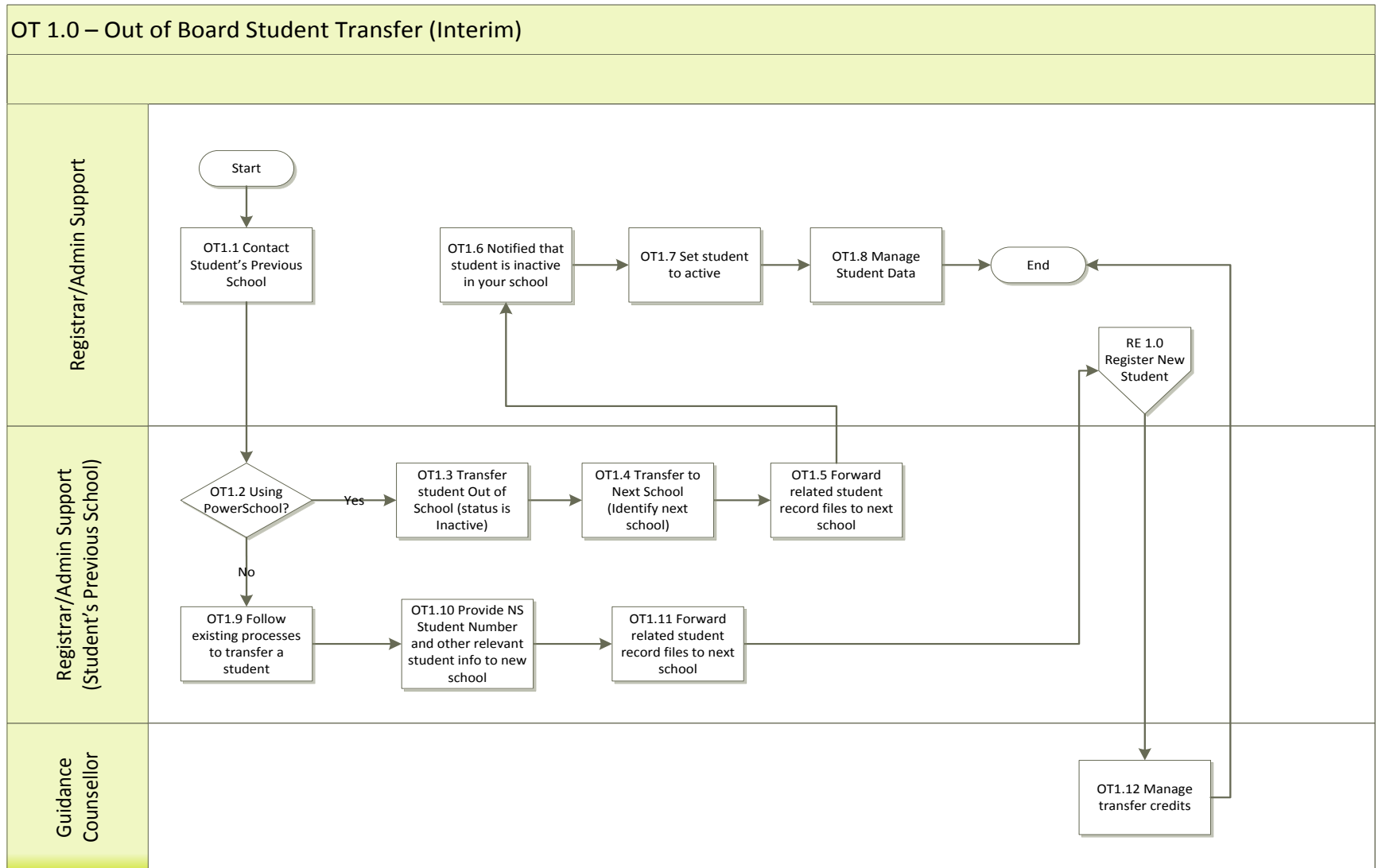
- Administration Support Staff (e.g., Secretary, Secretary Guidance)
- Registrar
- Guidance Counsellor

2. OUT OF BOARD TRANSFER STUDENT (INTERIM)

2.1. ASSUMPTIONS

- The student and/or parent/guardian have identified the name of the previous school attended.
- This process is replaced once the PowerSchool application has been implemented in all schools within the province.
- Some out of board transfers may be students who are transferring from outside of Nova Scotia (either from another province or country). Schools should continue to follow existing practices to handle these types of transfers.
- The PowerSchool student mobility component does not exist within PowerSchool. This customized component is scheduled to be released in 2011.

2.2.DESCRPTION



Task #	Task Description	Forms	Quick Reference Guide and/or Process Guide	Comments/Notes
OT 1.1	<p>Contact Student's Previous School</p> <p>The registrar/admin support/designate contacts the school the student previously attended by phone or email.</p>	Form: Request for Transfer of Student Records (2006)		
OT 1.2	<p>Using PowerSchool?</p> <p>Is the student's previous school using PowerSchool to manage their student information?</p> <p>If yes then proceed to Task # OT 1.3.</p> <p>If no then proceed to Task # OT 1.9.</p>			
OT 1.3	<p>Transfer student Out of School (status is inactive)</p> <p>Using PowerSchool, the transferring student is set to inactive within the originating school.</p>		Quick Reference Guide: Transfer a Student	
OT 1.4	<p>Transfer to Next School (identify next school)</p> <p>Within PowerSchool, the next (new) school is set for the transferring student.</p>		Quick Reference Guide: Transfer a Student	
OT 1.5	<p>Forward related student record files to next school</p> <p>The cumulative student record and/or the confidential files are forwarded to the next school following existing procedures as defined by the Student Records Policy and your school board.</p>	Form: Acknowledgement of a Student Record (2006)		
OT 1.6	<p>Notified that student is inactive in your school</p> <p>Once the student's previous school has completed transferring the student, the new school receives notification.</p>			
OT 1.7	<p>Set student to active</p> <p>The student appears as inactive within your school</p>		Quick Reference Guide: Transfer a Student	

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	once a search is completed. Follow the steps within PowerSchool to change the student's status from inactive to active.			
OT 1.8	Manage student data Once the student's status is changed, then validate the student's other demographic information.			
OT 1.9	Follow existing processes to transfer a student If the originating school is not set up to use PowerSchool then existing processes to transfer a student from one school to another are followed (manual process).			
OT 1.10	Provide NS Student Number and other relevant student info to new school Forward the transferring student's NS student number to the new school in order to facilitate registration of the student in the new school.			
OT 1.11	Forward related student record files to next school The cumulative record and/or confidential record files are forwarded to the new school using existing processes.	Form: Request for Transfer of Student Records (2006)		
RE 1.0	Register new student Continue to register the new student within PowerSchool.		Process Guide: Register/Enrol a New Student	
OT 1.12	Manage transfer credits If necessary, Guidance Counsellors must review the available transcript for the student and equate the credits on the transcript provided to Nova Scotia equivalent credits.			

2.3. OTHER RELATED MATERIALS

- Refer to the document entitled “Reports Catalogue” for a complete list of available reports.
- Other resources are available through the PowerSource internet website - <https://powersource.pearsonschoolsystems.com>.