



Nova Scotia Student Information System

Nova Scotia Public Education System

# Process Guide: 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. Students transferring from one school to another within the same school board have an automated process to identify and access relevant student information. If a student is transferring between school boards, the process is similar. Out of Board student transfers are detailed in a separate process guide (Refer to “Process Guide: Out of Board Transfer Student”).

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 within your 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.

### I.2.AUDIENCE

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

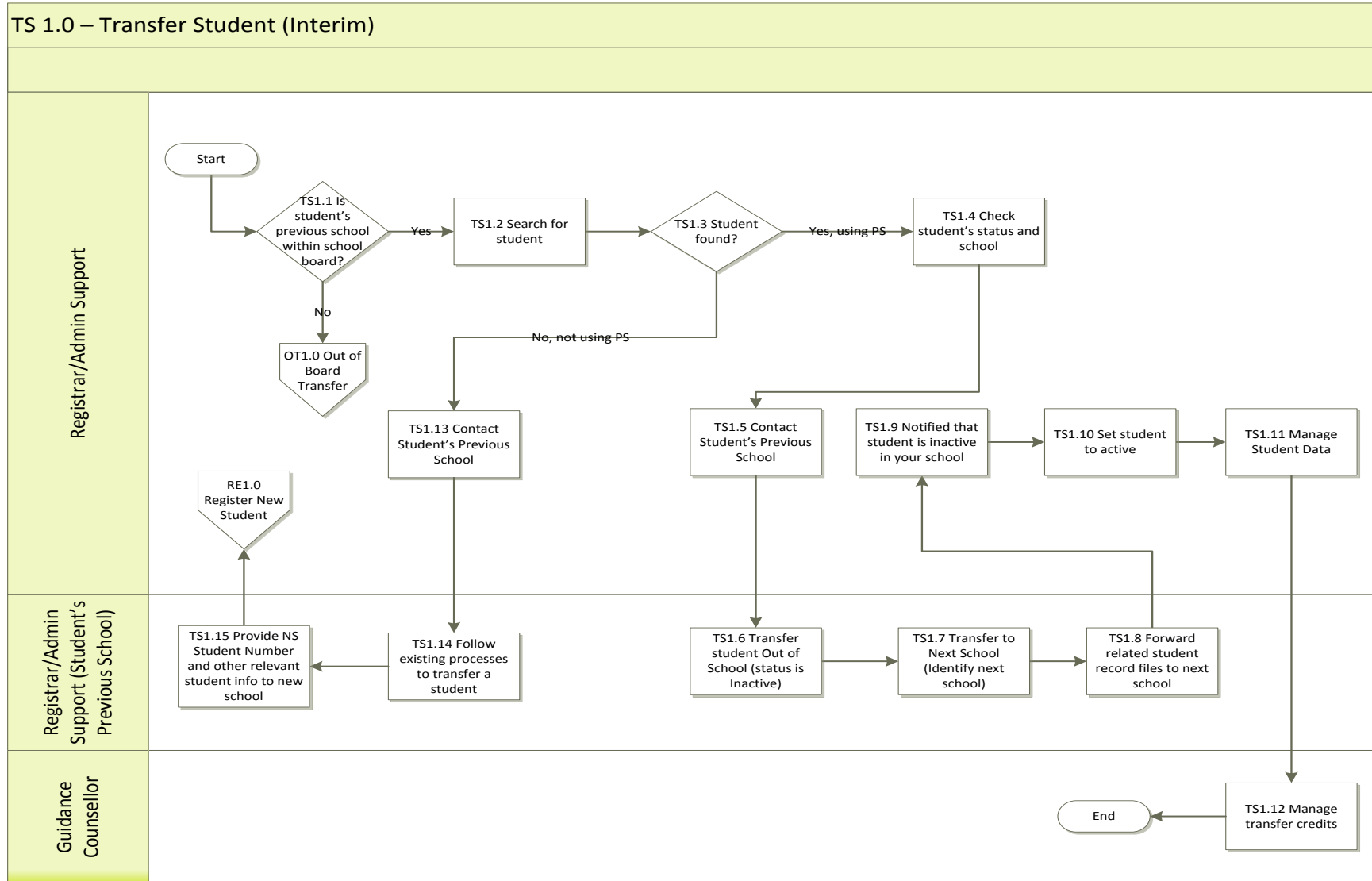
- Administration Support Staff (e.g., Secretary, Secretary Guidance)
- Registrar
- Guidance Counsellor

## 2. 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.
- 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
TS 1.1	<p><b>Is student's previous school within school board?</b></p> <p>Identify if the school previously attended by the student is within your school board or outside of your school board. In some cases, a student may be transferring into or out of your school from another province or country.</p> <p>If the student's previous school is within your school board, go to Task # TS 1.2.</p> <p>If the student's previous school is NOT within your school board, go to Task # OT 1.0.</p>			
TS 1.2	<p><b>Search for student</b></p> <p>Within PowerSchool, search for the student.</p>		Quick Reference Guide: Searches in PowerSchool	
TS 1.3	<p><b>Student found?</b></p> <p>If the student is found within PowerSchool, then the previous school the student is transferring from is using PowerSchool. Go to Task # TS 1.4.</p> <p>If the student is NOT found within PowerSchool, then the previous school the student is transferring from has not moved over to PowerSchool. Go to Task # TS 1.13.</p>			
TS 1.4	<p><b>Check student's status and school</b></p> <p>In PowerSchool, if the student is found, the student's name, school and current status (either active or inactive) is identified.</p>			
TS 1.5	<p><b>Contact student's previous school</b></p> <p>Complete the Request for Transfer of Student Records form. Fax/Email the form to the previous school.</p> <p>Contact the previous school by phone or email.</p>	Form: Request for Transfer of Student Records (2006)		

Task #	Task Description	Forms	Quick Reference Guide and/or Process Guide	Comments/Notes
	Identify the student who has requested to be transferred into your school.			
TS 1.6	<p><b>Transfer student out of school (status is set to inactive)</b></p> <p>Using PowerSchool, search for the identified transferring student. If the student's status is active then change the status to inactive. If the status is inactive, go to the next task.</p>		Quick Reference Guide: Transfer a Student	
TS 1.7	<p><b>Transfer to next school (identify next school)</b></p> <p>Complete the steps to 'exit' the student from your school by identifying as the planned destination the new school.</p> <p>This process assigns the student to the new school.</p>		Quick Reference Guide: Transfer a Student	
TS 1.8	<p><b>Forward related student record files to next school</b></p> <p>Once the Request for Transfer of a Student Records form is received, complete the Acknowledgement of Receipt of a Student Record form.</p> <p>Forward the completed form along with the relevant student record file to the school requesting the transfer.</p>	Form: Acknowledgement of a Student Record (2006)		
TS 1.9	<p><b>Notified that student is inactive in your school</b></p> <p>Once the originating school completes the transfer process, the student appears (as a result of a search within PowerSchool) as inactive within your school.</p> <p>In addition, the student record file(s) (cumulative and/or confidential) are forwarded to your school.</p>			
TS 1.10	<p><b>Set student to active</b></p> <p>Once the student appears within PowerSchool with an inactive status but assigned to your school, you</p>		Quick Reference Guide: Transfer a Student	

Task #	Task Description	Forms	Quick Reference Guide and/or Process Guide	Comments/Notes
	may complete the process of 'accepting' the transfer student by completing the steps to activate the student.			
TS 1.11	<b>Manage student data</b> Complete any necessary steps to review/update any of the student's related information.			
TS 1.12	<b>Manage Transfer Credits</b> This process defines how to equate credits for courses not taken within Nova Scotia, to courses within your school.			
TS 1.13	<b>Contact student's previous school (school not using PowerSchool)</b> Complete the Request for Transfer of Student Records form. Fax/Email the form to the previous school. Contact the previous school by phone. Identify the student who has requested to be transferred into your school.	Form: Acknowledgement of a Student Record (2006)		
TS 1.14	<b>Follow existing processes to transfer a student</b> Schools which have not moved over to PowerSchool follow existing procedures to identify a student as transferring out of their school.			
TS 1.15	<b>Provide NS student number and other relevant student info to new school</b> Complete the necessary Acknowledgement of a Student Record form. Collect and forward to the new school the relevant student record information (cumulative record and/or confidential record files) adhering to the Student Records Policy and any			

Task #	Task Description	Forms	Quick Reference Guide and/or Process Guide	Comments/Notes
	related school board policies.			
RE 1.0	<p><b>Register New Student</b></p> <p>Once the school receives the necessary student record information, the student is registered within the school. Review and update any pertinent student demographic related information within PowerSchool.</p>			

### 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>.