

Transfer a Student

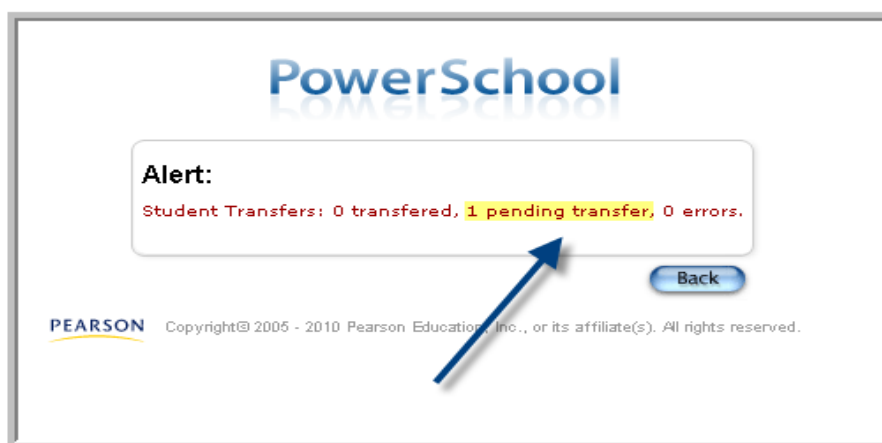
When a student is leaving your school, transferring is a two step process. Step one is to **Transfer Out Of School**, this makes the student inactive in your school and all information remains in your database until the second step, which is to **Transfer to Another School**. This means your school can no longer access the student's data, including marks. The receiving school cannot enroll the student until the sending school performs the **Transfer to Another School** function.

Step One

Transfer a student out of the school

1. Search for the student you wish to transfer.
2. Click on **Functions** under **Enrollment** section.
3. Click on **Transfer Out of School**.
4. On this screen, check that the student you want to transfer is the student named on this screen.
5. Enter a comment about the student's transfer.
6. Enter the **Exit Date**, remembering this is the day after the last day of attendance.
 - If the student has no attendance and the transfer needs to take place immediately the exit date could be entered for the day before and then the second step, **Transfer to Another School** can be done.
7. Assign an **Exit Code** (Use the *With* code, only if the student does not plan to continue their education).
8. Enter the **Planned Destination** of the student. Click **Submit**.

If a student meets the graduation requirements early and leaves school do not transfer them out, just do not schedule them in classes.

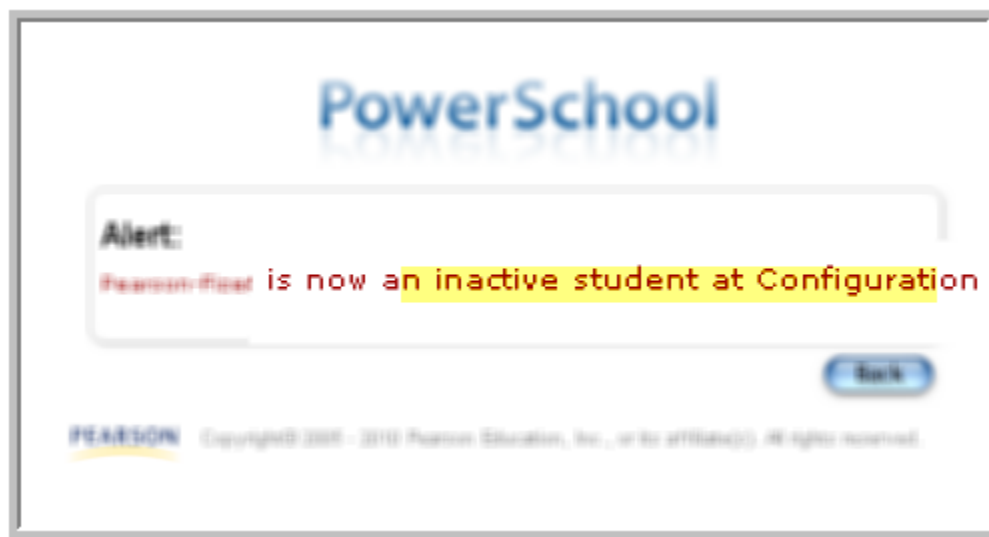


When you get a call from a school asking you to release the student proceed to Step Two.

Step Two

Transfer to Another School.

1. Search for the student you wish to transfer to another school (Remember to search using the *forward slash (/)* as the student has been made inactive after Step One).
2. Click on **Functions** under **Enrollment** section.
3. Click on **Transfer to Another School**.
4. Again, ensure that you have the correct student selected and then, from the drop down list, select the school to which the student is being transferred, in this case Configuration High.
5. Click **Submit**.



Configuration High, may now enroll the student.

HOW TO TRANSFER A NO-SHOW STUDENT OUT OF SCHOOL

If attendance has been taken for the student then all attendance must be cleared before the transfer process can be done.

Active Students

1. On the Start page, search for and select the student.
2. Choose the student's **Transfer Info** page. Take note of the entry date for the student's current enrollment.
3. Click **Functions**.
4. Click **Transfer Out Of School**.
5. Enter a Transfer Comment stating that the student is a no-show.
6. Enter the Date of Transfer. This date should be equal to the student's entry date from step 2.
7. Select the **Exit Code of Tran**.
8. Enter **UNKN** for the **Planned Destination**.
9. Click **Submit**.

If the date of transfer is on or before the current date, the student will be transferred out immediately. This scenario is common when transferring out a no-show student during the school year.

If the date of transfer is a future date, the transfer will be a pending transfer and will be processed automatically when the transfer date arrives.

Pre-Registered Students

PowerSchool does not allow users to perform the Transfer Out function for students that are pre-registered (enroll_status=-1), or otherwise marked as inactive (enroll_status is not equal to 0). If a pre-registered student is identified as a no-show before the student's future start date, one of the following procedures may be used to transfer the student out as a no show.

Method 1

1. Ignore the student record until the student's entry date -PowerSchool will automatically make the student active upon the arrival of the student's entry date.
2. Select the "now active" student on or after the entry date.
3. Choose the student's Functions page.
4. Click **Transfer Out Of School**.
5. Enter a Transfer Comment stating that the student is a no-show.
6. Enter the Date of Transfer. This date should be equal to the student's entry date.
7. Select the **Exit Code of Tran**.
8. Enter **UNKN** for the **Planned Destination**.
9. Click **Submit**.

Method 2

If you do not wish to wait until the student's entry date to mark the student as a no-show, perform the following steps to transfer the student out of school.

1. Select the pre-registered student.
2. Navigate to the **Transfer Info** student screen.
3. Select the student's current enrollment.
4. Change the student's exit date to the same date as the student's entry date.
5. Select the appropriate **Exit Code**.
6. Submit your changes.
7. Change the student's enroll_status using the **Student Field Value** from enroll_status value from -1 (pre-registered) to 2 (Transferred Out).
 - Find and select the student on the Students Page, click on **Transfer Info**, under the **Enrolment** section.
 - Under **Current Enrolment**, click on the **Entry** date.
 - Change the **Entry Date** to the correct enrolment date.
 - Click **Submit**.
 - Go back to the **Start Page**. Click on the letter of the last name of the student. (This finds a group of which that this student would be a part).
 - Click on **Select a Function For This Group of Students**.
 - Click on **Select Students by Hand**.
 - Click on the student you are changing then click on **Functions**.
 - Select **Student Field Value** from the list of functions.
 - Either type in the **Field to Change** box, enroll_status.
 - Enter "2" in the new **Field Value** (this is the code for a transferred student).

Don't forget to access the training and knowledgebase modules in Power Source for more help with the student transfer process.

If you do not have an account for Power Source contact your help desk.