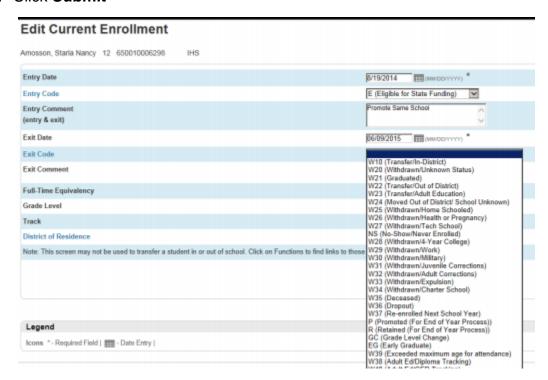
Transfer a Student Out of School

When a student withdraws from school you must properly transfer them out of your school.

Transfer a Student Out of School:

- 1. Search and select student from the Start page
- 2. Once you are on the student selection page click **Functions** in the left menu bar under the Enrollment header.
- 3. Click Transfer Out Of School
- 4. Enter a **Transfer comment** (optional)
- 5. Enter the Date of transfer
- 6. Select the proper Exit code
 - W10 (Transfer /In-District)
 - W20 (Withdrawn/Unknown Status)
 - W21 (Graduated)
 - W22 (Transfer/Out of District)
 - W23 (Transfer/Adult Education)
 - W24 (Moved Out of District/School Unknown)
 - W25 (Withdrawn/Home Schooled)
 - W26 (Withdrawn/Health or Pregnancy)
 - W27 (Withdrawn/Tech School)
 - W28 (Withdrawn/4-Year College)
 - W29 (Withdrawn/Work)
 - W30 (Withdrawn/Military)
 - W31 (Withdrawn/Juvenile Corrections)
 - W32 (Withdrawn/Adult Corrections)
 - W33 (Withdrawn/Expulsion
 - W34 (Withdrawn/Charter School)
 - W35 (Deceased)
 - W36 (Dropout)
 - W37 (Re-enrolled Next School Year)
 - W38 (Adult Ed Diploma Tracking)
 - W39 (Exceeded Max Age for Attendance)
 - W40 (Adult Ed GED Tracking)
 - EG Early Graduate
 - GC Grade Change
 - NS (No Show)

- P Promoted
- R Retained
- Please verify all codes
- 7. **Leave Unchecked** Check here if student(s) intend to enroll in school during next school year.
- 8. Click **Submit**



<u>Transfer the Student to Another School in the Same District:</u>

- Search for the inactive student who transferred out of school (include the slash (/)
 in front of the student's name)
- 2. Once you are on the student selection page click **Functions** in the left menu bar under the Enrollment header.
- 3. Click Transfer To Another School
- 4. Choose the school and click Submit

Additional Information:

- The receiving new school of the student once transfer is complete will search for inactive student by including the slash (/) in front of the student's name.
- If attendance is entered for days past the exit date, you will not be able to exit the student. You will either be asked do you want to clear attendance, which you

- would select 'yes'. Or you can manually go back to the student's attendance page and remove attendance.
- If transferred out of your school correctly next to the student's name "Transferred Out" will display.
- If the student does not transfer to a school within the district they will remain as inactive under your school.
- You cannot transfer a student into another district.