

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 - W20 (Withdrawn/Unknown Status)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 - W25 (Withdrawn/Home Schooled)
 - W26 (Withdrawn/Health or Pregnancy)
 - W27 (Withdrawn/Tech School)
 - W28 (Withdrawn/4-Year College)
 - W29 (Withdrawn/Work)
 - W30 (Withdrawn/Military)
 - W31 (Withdrawn/Juvenile Corrections)
 - W32 (Withdrawn/Adult Corrections)
 - W33 (Withdrawn/Expulsion)
 - W34 (Withdrawn/Charter School)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**

Edit Current Enrollment

Amosson, Starla Nancy 12 650010006298 IHS

Entry Date	8/19/2014
Entry Code	E (Eligible for State Funding)
Entry Comment (entry & exit)	Promote Same School
Exit Date	06/09/2015
Exit Code	W10 (Transfer/In-District)
Exit Comment	W20 (Withdrawn/Unknown Status)
Full-Time Equivalency	W21 (Graduated)
Grade Level	W22 (Transfer/Out of District)
Track	W23 (Transfer/Adult Education)
District of Residence	W24 (Moved Out of District/ School Unknown)
	W25 (Withdrawn/Home Schooled)
	W26 (Withdrawn/Health or Pregnancy)
	W27 (Withdrawn/Tech School)
	NS (No-Show/Never Enrolled)
	W28 (Withdrawn/4-Year College)
	W29 (Withdrawn/Work)
	W30 (Withdrawn/Military)
	W31 (Withdrawn/Juvenile Corrections)
	W32 (Withdrawn/Adult Corrections)
	W33 (Withdrawn/Expulsion)
	W34 (Withdrawn/Charter School)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)
	P (Promoted (For End of Year Process))
	R (Retained (For End of Year Process))
	GC (Grade Level Change)
	EG (Early Graduate)
	W39 (Exceeded maximum age for attendance)
	W38 (Adult Ed/Diploma Tracking)

Note: This screen may not be used to transfer a student in or out of school. Click on Functions to find links to those

Legend

Icons * - Required Field | - Date Entry |

Transfer the Student to Another School in the Same District:

1. 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.