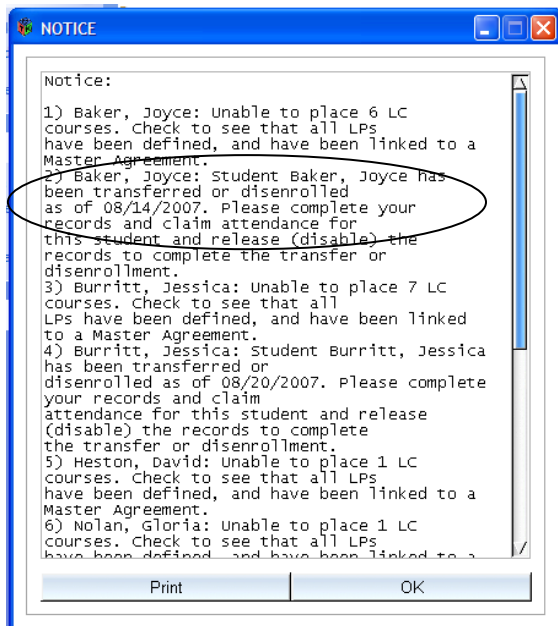


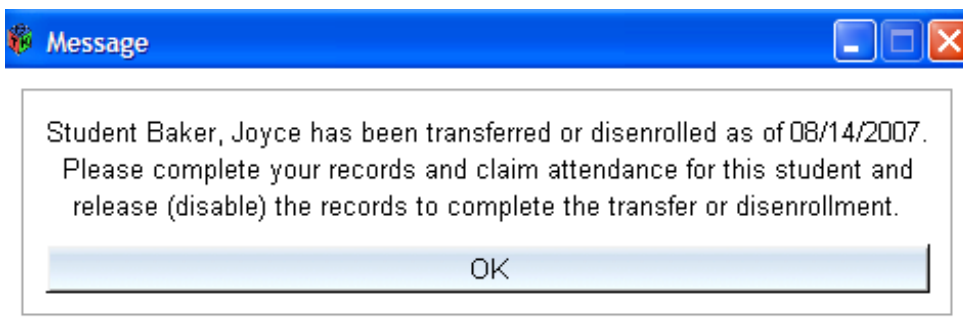
ReportWriter

Disable/Transfer of Students

You may need to remove a student from your ReportWriter roster because the student has left your school or because the student has transferred to a new teacher. Whatever the reason, you will ONLY complete the disable/transfer process after a message comes to you from the main office after a synch - - -



or in your RW when you open the student.

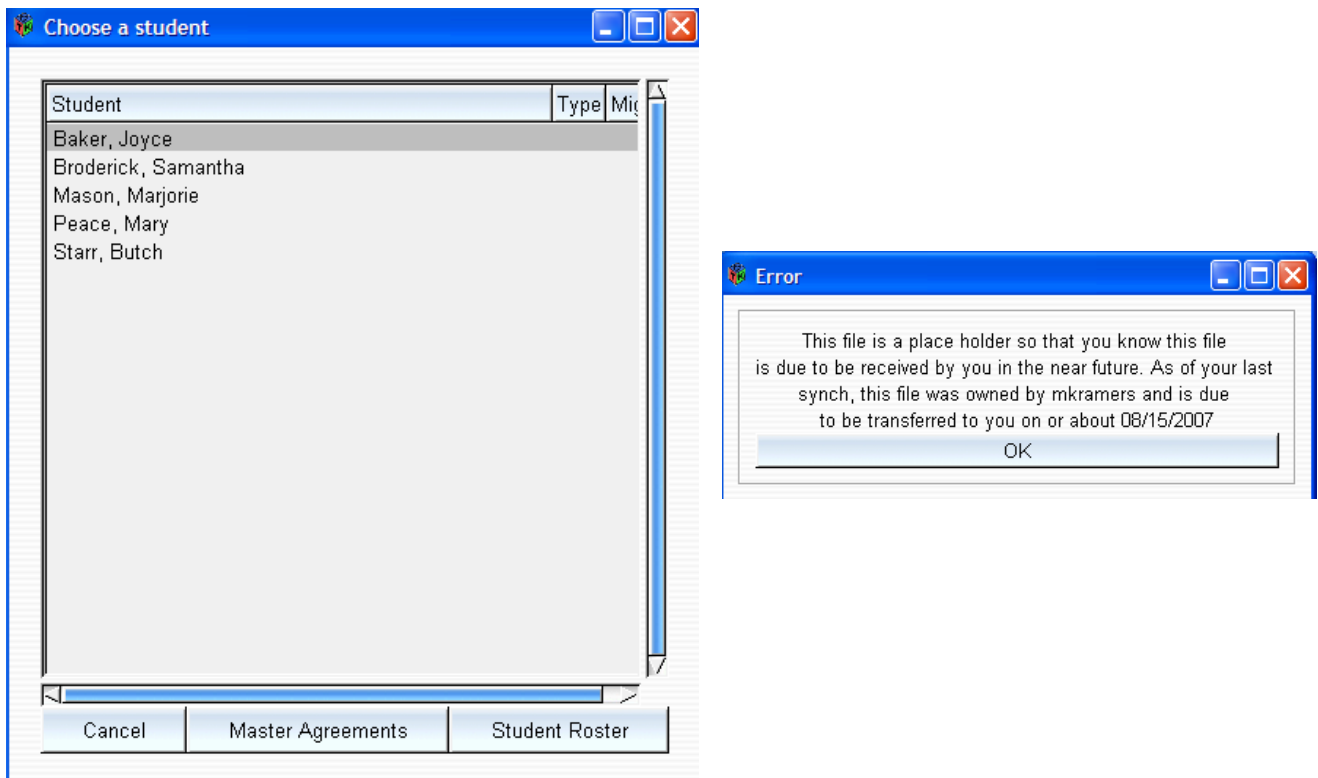


- **How do I disable/transfer a student?**

1. Complete any attendance, learning records, or report cards before you disable the student.
2. Click on the student's INFO page,
3. Click on File>Disable/Transfer.
4. Synch RW to complete the process. You can skip the courses.

- **What does the new teacher see?**

The new receiving teacher will get the student on their RW roster but the student name will be highlighted in gray. When the teacher tries to open the new student file, they will get a message explaining who has the student and the approximate date the student can be expected to transfer over. Once the first teacher completes the disable/transfer, the gray stripe will disappear and the student will be available to the new teacher with all previous records intact.



Once the new teacher gets the student on his/her roster without the gray stripe (after a synch), they should check to see if the student is migrated. You can check this by clicking on the student's name. Look in the bottom right corner to see if the student is "migrated".

The following student is connected to SP SIS. Nothing needs to be done.

ReportWriter 4.3.38 anyschool k.brenneman (expires 23.5 days)

File Edit Tools Info Course Assign Eval Report

Pre-Regist. Archive Print Notes

Student Information

Last Name: Guy
 First Name: Mary
 Date of Birth: 07/07/1998
 Street: 300 Some Street
 City: Chico
 State: CA
 Zip: 93782
 1st Phone: (123) 123-1234
 2nd Phone: (800) 987-1234
 E-Mail Address:
 Parent/Guardian: Guy, John
 Pgm Placement: General Education
 Classrm Option: Chico Unified

Enrollment Info

Student Number: 8695867497
 Enrollment Date: 08/29/2006
 Grade Level: 9
 School Track: B
 School Year: 2007 - 2008

Learning Periods

From: -- choose -- To:
 Add Learning Period Remove Learning Period

File Migrated. See Dashboard
 More Info UnMigrate Now

Status: Basic Information Version: 23 File: Guy, Mary

The following student is not connected to SP SIS because she is not migrated. Click on the "Migrate Now" button and choose student's name from the list.

ReportWriter 4.3.38 anyschool k.brenneman (expires 23.5 days)

File Edit Tools Info Course Assign Eval Report

Pre-Regist. Archive Print Notes

Student Information

Last Name: Myles
 First Name: Sarah
 Date of Birth: 02/12/1994
 Street: 584 Taylor Street
 City: Portola
 State: CA
 Zip: 96122
 1st Phone: 530-293-2039
 2nd Phone:
 E-Mail Address: Sarah@yahoo.com
 Parent/Guardian:
 Pgm Placement: Special Education
 Classrm Option: Portola High School

Enrollment Info

Student Number:
 Enrollment Date: 05/21/2008
 Grade Level: 10
 School Track: A
 School Year: 2007 - 2008

Learning Periods

From: -- choose -- To:
 Add Learning Period Remove Learning Period

FILE NOT MIGRATED!
 More Info Migrate Now

Status: Basic Information Version: 4 File: Myles, Sarah