

Inter-District Transfers- PART I Administration at Original School 1. Go to Admin> Student Info. » Find/Add Student 2. Search for student to be transferred and Click 'Enr' for that student

3. Click on Edit for the current enrollment 4. Complete the following steps a. Insert a Finish Date b. Check the box titled "Close Records" c. Choose the State Exit Code (Transfer California Regular or choose appropriate) d. Choose appropriate Class ending status for student from dropdown e. Save Record

5. Go to Student Dashboard a. Choose the pencil to edit in the Student Enrollment History Area

6. Choose Edit on enrollment record 7. Make sure state exit code and finish date are entered then SAVE 8. Click on Transfer Students Records to Another School

9. Enter scope name into Transfer to Scope: (check with School Pathways for correct scope title) 10. The students file has now been sent to the new school. 11. To view the status of the transfer, you may either click on a. Go to the Transfer Students section or b. Admin> Student> Info» Inter-District Trans *After this process is finished the transferred student must be pulled into the new school. Please see Inter-district Transfer- PART II Receiving School for full instructions.

Interdistrict Transfers- PART II Administrators at New School Step 1 Go to Administration» Student Info. » Inter-District Transfers Step 2 A list of students will be shown Step 3 Choose Retrieve now under Action

Step 4 Choose the following to retrieve the file Step 5 Go to that Students Dashboard Step 6 Create new enrollment record a) Add date, program etc. and SAVE Step 7 Create Staff Association *The student is now within the new school. HOWEVER, classes and master agreements must be recreated in this new school.

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