

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

The screenshot shows the 'Admin' > 'Student Info' > 'Find/ Add Student' page. At the top, there are navigation links: 'Academics', 'Teachers', 'Portal', and 'Help'. Below these are search filters for First Name, Middle Name, Local ID or State ID, E-mail Address, Birthdate, and Track. There are also dropdowns for 'All Academics', 'All Staff', and 'Grade'. A table lists search results with columns: Grd, Name, City, Trck, Education Program, Primary Class Offering, E-mail, Started, Finished, Teacher, and Student Tabs. The first row shows a student named 'Smith, Cody M' in grade 12, with the 'Enr' button in the Student Tabs column circled in red. Below the table, there are links to 'Display Blank Registration Form For Translation', 'Print Blank Emergency Card', 'Print Blank Immunization Card', 'Print Blank NSLP Form', and 'Download CDE NSLP Form'. A file upload section shows 'CALIFORNIA CHILD CARE AND SCHOOL IMMUNIZATION RECORD - CDPH-6262.pdf' and 'Monthly calendar 2014-15.pdf'.

- 3. Click on Edit for the current enrollment.

The screenshot shows the 'Student Enrollment/Program History' page. At the top, there are navigation links: 'Academics', 'Teachers', 'Portal', and 'Help'. Below these are tabs for 'Assoc', 'Discipline', 'Classes', 'Med', 'Special Programs/Account', 'TOMS', 'Sports/Clubs', 'Tests', 'Transcripts', 'Cume', 'Profile', and 'Dashboard'. The page displays student information: Grade 12, Local ID 78926, Student Statewide ID Not Assigned, Gender M, Race White, Hispanic or Latino? No, Enrollment Start 11/09/2015, Parent(s) Kelly Smith, Bob Smith, and Staff Higgins, Marianna. Below this is a table titled 'Concurrent Enrollment/Program History' with columns: Exit, Track, Att, Grade, Program, Grad Reqs, and A-G. The first row shows a student in grade 12, with the 'Edit' button in the A-G column circled in red. Below the table, there is a note: 'No special program or service for this enrollment record'. At the bottom, there is a 'Set Staff' button.

- 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

The screenshot shows the Student Dashboard with the following sections:

- Physical Address:** 1452 Taylor Street, Portola, CA 96122
- Mailing Address:** CA
- Parents / Guardians:**

Name	Relationship	Cell	E-Mail	Physical Address	Mailing Address
Bob Smith	Father			1452 Taylor Street, Portola CA 96122	CA -
Kelly Smith	Mother			321 Flume Street, Chico CA 95928	CA -
- Siblings:**

Name	Gender	Home Phone	Cell Phone	E-Mail
Jamie Smith	F			
- Emergency Card:** A red button labeled "Emergency Card".
- Master Agreement:**

MA Class	State Code	Catalog	MA Term	Crds
A Art Appreciation	2816	Art Appreciation	01/11/16 - 02/19/16	5
A Chemistry	2607	Chemistry	01/11/16 - 02/19/16	10
A English 12A	2133	English 12A	01/11/16 - 02/19/16	5
A Geometry B	2413	Geometry B	01/11/16 - 02/19/16	5
A US Government	2703	US Government	01/11/16 - 02/19/16	5
- Attendance History:** 2015 - 2016
- MARIANNA HIGGINS Independent Study:**
 - Staff Association History:**

Staff Member	Start	Finish	Mig
Higgins, Marianna	11/09/2015	02/19/2016	
 - File Migration:** Has no RW file associated. PLS start: 11/09/2015
 - Student Home Room:**

Class	Staff Member	Start	Finish
 - Student Enrollment History:**

Track	Start	Finish	Grd Att	Program	Grad Reqs
A	11/09/2015	02/19/2016	12	IS - Independent Study	

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

The screenshot shows the Concurrent Enrollment/Program History page with the following details:

- Concurrent Enrollment/Program History:** (Last modified by LeAnn Reeves on 02/19/2016 1:21pm)
- Table:**

Dates	Exit	Track	Att	Grade	Program	Grad Reqs	A-G	Edit
11/09/2015 - 02/19/2016	T160	A	IS	12	Univ Prep - 9-12	Independent Study	High School: General Ed 2014-2015	- Edit
- No special program or service for this enrollment record**
- Transfer Student Records to another School:** A button circled in red.
- Program Enrollment:**
 - nish immersion:** Yes ☐ No ☐ Unknown ☐
 - Save:** A button.

- 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

https://milestoneplsis.com/mod.php/admin/registration/enroll.php/students_id=76926

Reports Academies Teachers Portal Help

List Registration Enrollment IS Staff Assoc Discipline Classes Med Special Programs/Accomm TOMS Sports/Clubs Tests Transcripts Cume Profile Dashboard

new enrollment record

Concurrent Enrollment/Program History

(Last modified by LeAnn Reeves on 02/19/2016 1:21pm) [Modify Programs](#)

Dates	Exit	Track	Att	Grade	Program	Grad Reqs	A-G	Edit
11/09/2015 - 02/19/2016	T160	A	IS	12	Univ Prep - 9-12	Independent Study	High School: General Ed 2014-2015	- Edit

No special program or service for this enrollment record

shown in red should have an Exit code given, but none has been specified.
in grey indicate a non-attendance program.

[Transfer Student Records to another School](#) [Set Stat](#)

Program Enrollment

nish Immersion

nish Immersion ☐ Yes ☐ No ☐ Unknown

[Save](#)

- 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 PART II for full instructions.

PART II Administrators at New School

- 1. Go to Administration» Student Info. » Inter-District Transfers
- 2. A list of students will be shown
- 3. Choose Retrieve now under Action

Admin Reports Academy Teachers Portal Help

Retrieve Sent

Transfer Students to/from Another Scope

Schooyear: 2015 - 2016

Order By: Request Sent Date

Hide already picked up records: ☐

[Update](#) [Download CSV](#)

#	Sent From	Student	Sent	Status	Action
1	milestone	Smith, Cody	02/19/2016	Not Yet Picked Up	Retrieve Now
2	milestone	Looman, Brittney	02/19/2016	picked up 02/19/2016	(redo RW)
3	milestone	Saint Clare, Eden	02/19/2016	picked up 02/19/2016	(redo RW)
4	milestone	Garcia, Jaime	12/02/2015	picked up 12/02/2015	(redo RW)
5	milestone	Boyd, Josephine	08/27/2015	Not Yet Picked Up	Retrieve Now
6	milestone	Alvarez, Derek	08/22/2015	picked up 08/22/2015	(redo RW)
7	milestone	Hook, Killian	07/23/2015	picked up 07/23/2015	(redo RW)

- 4. Choose the following to retrieve the file

- 5. Go to that Students Dashboard
- 6. Create new enrollment record. Add date, program etc. and SAVE
- 7. Create Staff Association
 - 8. *The student is now within the new school. HOWEVER, classes and master agreements must be recreated in this new school.*

— Last Updated by [Max Williams](#) on 2016/03/07 18:24

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