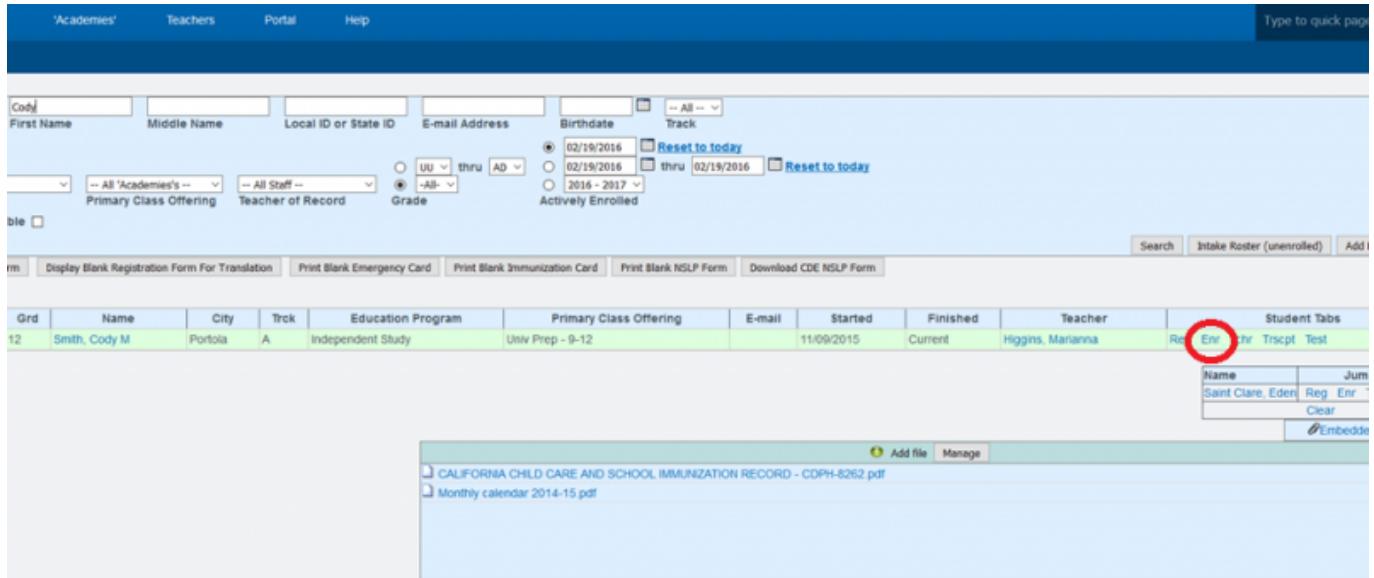


Inter-District Transfers

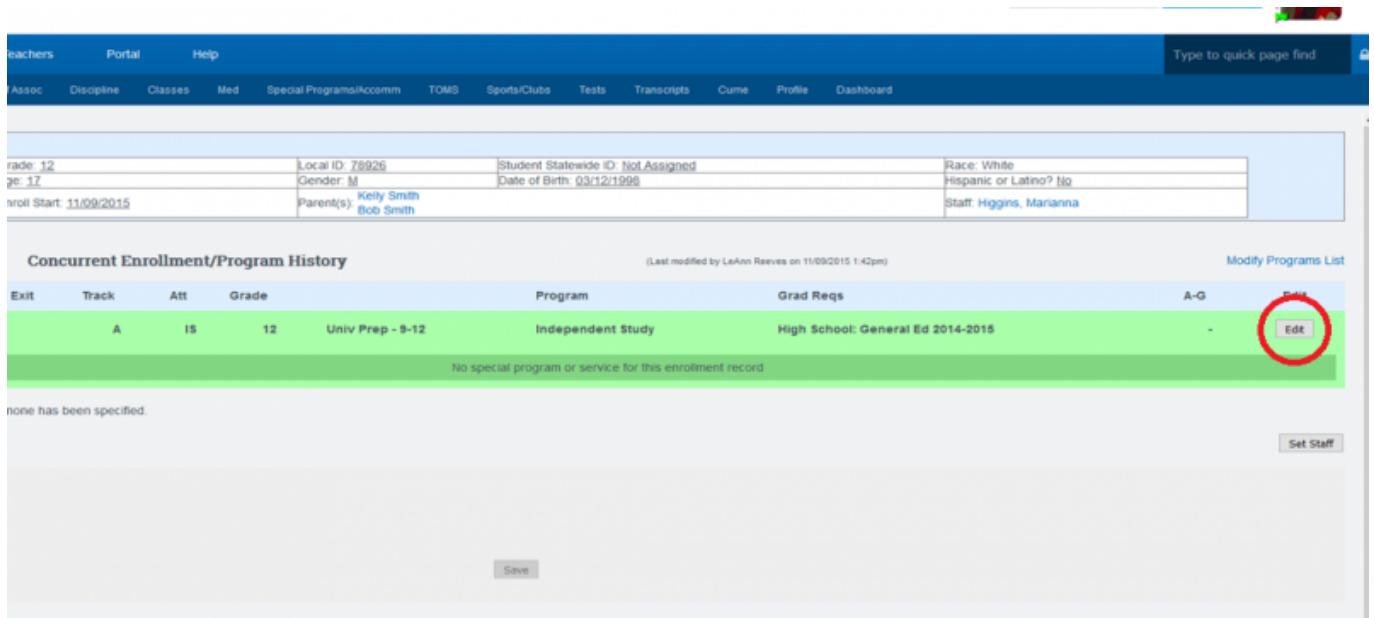
PART I Administration at Original School

- 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 a search interface for 'Academies'. The search bar at the top contains 'Cody'. Below the search bar are various filters: First Name (Cody), Middle Name, Local ID or State ID, E-mail Address, Birthdate (set to 02/19/2016), Track (All), Primary Class Offering (All Academies's), Teacher of Record (All Staff), Grade (All), and Status (Actively Enrolled). Below the filters is a table of student results. The first student in the table is highlighted in green and has a circled 'Enr' button in the 'Actions' column. The table columns include Grade, Name, City, Track, Education Program, Primary Class Offering, E-mail, Started, Finished, Teacher, and Actions. The 'Actions' column contains 'Reg', 'Enr', 'Trspt', and 'Test' buttons. Below the table is a file manager interface with a 'CALIFORNIA CHILD CARE AND SCHOOL IMMUNIZATION RECORD - CDPH-8262.pdf' file listed.

- 3. Click on Edit for the current enrollment.



The screenshot shows the 'Teachers' interface for student 12. The student information section includes Grade: 12, Local ID: 78926, Student Statewide ID: Not Assigned, Race: White, and Date of Birth: 03/12/1998. The 'Parent(s)' field lists Kelly Smith and Bob Smith, and the 'Staff' field lists Higgins, Marianne. Below this is a 'Concurrent Enrollment/Program History' table. The table shows the student is in Grade 12, Track A, and the program is Independent Study. The 'Grad Reqs' column shows High School: General Ed 2014-2015. The 'Actions' column for this row has an 'Edit' button, which is circled in red. A note below the table states 'none has been specified.' and there is a 'Save' button at the bottom.

- 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 a student dashboard with the following sections:

- Physical Address:** 1452 Taylor Street, Portola, CA 96122
- Mailing Address:** CA
- Parents / Guardians:**
 - Bob Smith (Father): Relationship Cell E-Mail Physical Address Mailing Address
 - Kelly Smith (Mother): Relationship Cell E-Mail Physical Address Mailing Address
- Siblings:**
 - Jamie Smith (Gender: F): Home Phone Cell Phone E-Mail
- Emergency Card:** (Red button)
- Master Agreement:** (Table showing course enrollment details)
- Attendance History:** 2015 - 2016
- Staff Association History:** Staff Member: Higgins, Marianna, Start: 11/09/2015, Finish: 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: 11/09/2015, Finish: 02/19/2016, Grd Att Program: 12 IS: Independent Studv, Grad Reqs

- 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:

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.

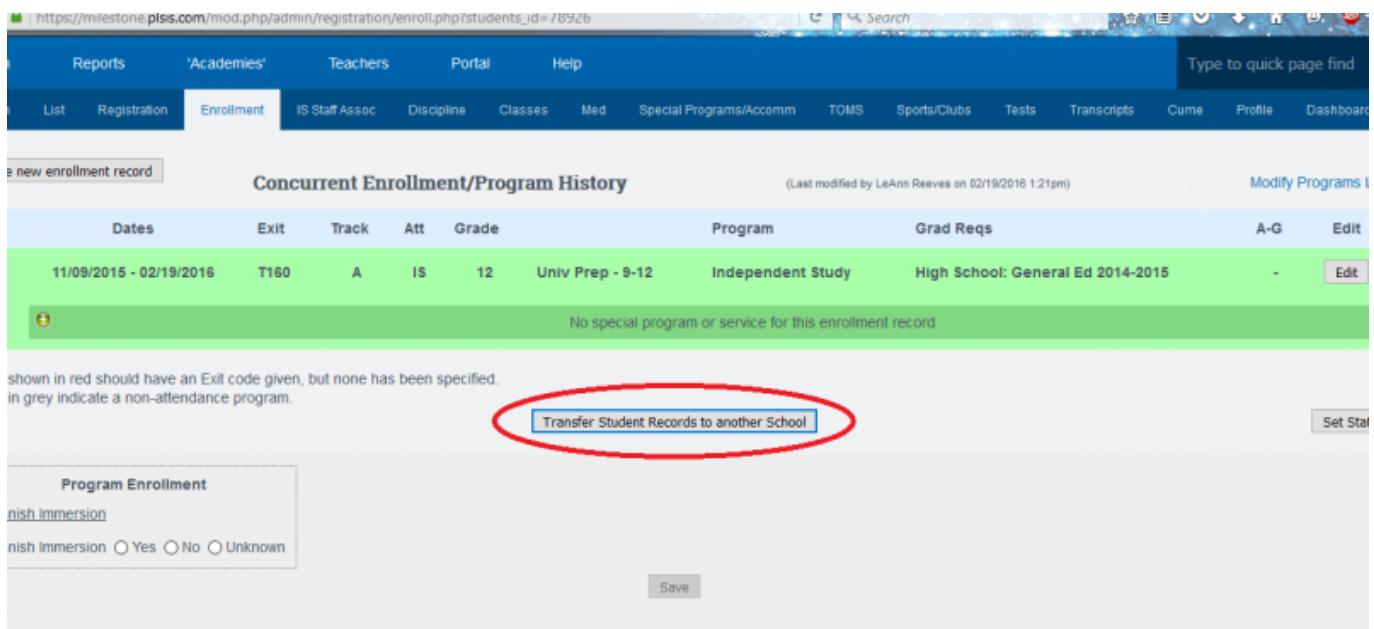
shown in red should have an Exit code given, but none has been specified.
in grey indicate a non-attendance program.

Transfer Student Records to another School (button circled in red)

Program Enrollment:
nish Immersion
nish Immersion Yes No Unknown

Save

- 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



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](#)

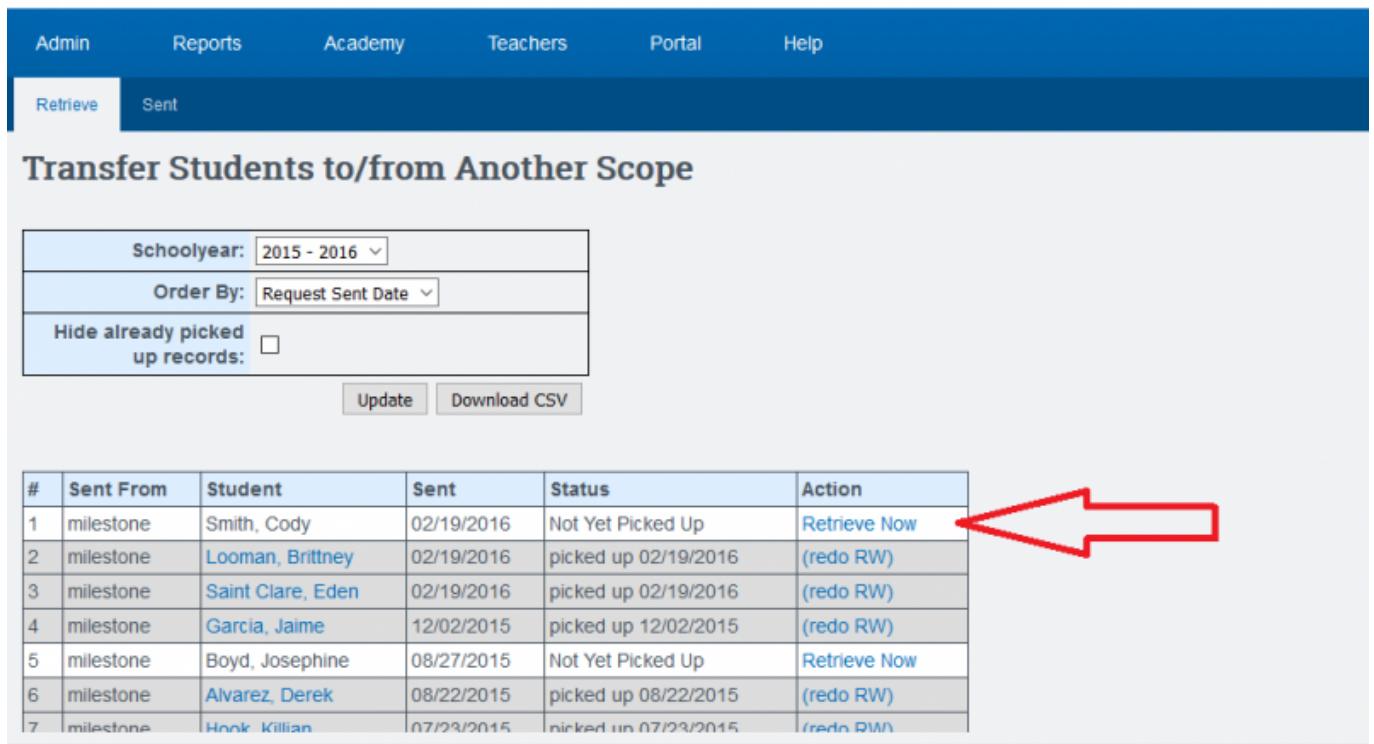
Program Enrollment
English Immersion
English Immersion Yes No Unknown

[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



Transfer Students to/from Another Scope

Schoolyear:	2015 - 2016
Order By:	Request Sent Date
Hide already picked up records:	<input type="checkbox"/>
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	Hank, 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

From:

<https://schoolpathways.com/knowledgebase/> - **School Pathways Knowledge Base**

Permanent link:

<https://schoolpathways.com/knowledgebase/doku.php?id=plsis:interdistricttransfers&rev=1478553609>

Last update: **2016/11/07 21:20**