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| **Process Name:** | Transferring a Student (Within Your School District) |
| **Last Updated:** | 04/25/2017 12:04 PM |
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| **Last Updated by:** | Cynthia Gilks MacInnis (ASD-N) |
| **Time period(s) most often used:** | September-June |

******Transferring a Student (Within Your School District)**

Prior to starting the transfer process please make sure the *Withdrawal Form* has been printed and completed. To retrieve the withdrawal form select student on start page. Enrollment>Withdrawal Form

Use the **NB Report Period Attendance by Class** and run it for the individual student who is transferring for the date range the student attended your school. This report can be printed and should be added to the Cumulative Record. A job aid for creating this report is found in Data Connect.

Before starting the final withdrawal process (as described under the title “Sending School”) please attend to the following detail as it relates to your student’s grade level:



1.  **K to 8** – make sure that courses are dropped using Modify Schedule. Start Page>Student Name>Modify Schedule

1. **9 to 12** – Two steps. The second step has 2 parts:

Step 1: Courses are dropped using Modify Schedule Start Page>Student Name>Modify Schedule





Step Two (2 parts) *Part 1*: Open term in the upper right hand corner of the start page. Select the upcoming year. In the example the upcoming year (i.e. next school year) is 17-18.

***Part 2*: Clear the future requests for the upcoming year. In upcoming year: Start Page>Student Name>Request Management> Modify Schedule-Requests. Reminder: return to the current school term after this is finished and in order to proceed with the transfer.

**Sending School: Please ensure the steps up to this point have been completed *prior* to proceeding with the actual transfer OUT and transfer TO**

**AAs in K-Gr 8 Schools**: Provide teacher with Excel spreadsheet found on Data Connect titled:  *Transfer template K-8 by grade level and program of study.* Teachers are asked to complete this and for the information to be included in the Cumulative Record upon transfer.

The Parent/Guardian notifies the school that student will be transferring to another school. The AA then completes a Transfer OUT and a Transfer TO as follows:

**Transfer OUT**

Start Page>Search for student

Enrollment>Functions>Transfer Out

[Leave blank] “Check here if student intends to enroll in school during next school year.”



**Transfer TO**

1. Receiving school contacts former school requesting cumulative record & electronic transfer within PowerSchool
2. Complete Transfer **TO** procedure

Enrollment>Functions>Transfer TO

**Note:** Student becomes an Inactive student at receiving school until re-enroll procedure is completed.

Send cumulative record to receiving school.

**Receiving School**

**Re-Enroll**

Start Page>Search for both Active and Inactive students

Enrollment>Functions>Re-Enroll In School

[No] “Restore Class Enrollments”





**General Demographics**

1. Student Identity
2. Physical Address
3. Mailing Address
4. Additional Student
5. Custody Information
6. Student Contacts

**Contact Communications**

Priority 1 = Mother

Priority 2 = Father

Priority 3 = Guardian?



**Emergency/Medical**

1. General Medical Information
2. Emergency Medical Plan
3. Health Conditions
4. Allergens



**Program of Study**

New Program of Study



**Scheduling Setup**

1. Next Year Grade
2. Schedule This Student
3. Next School Indicator
4. Mass Enroll

**Helpful Searches**

Start Page>

Student Name “Searches for the specific student who is active”

/student name “Searches for specific student who is inactive”