

To Transfer Students out of your school whether it is to another school in district or out of the district entirely.


The First couple of steps is the same whether it is for out of district or between schools.

Step 1: Locate the student that you are going to be transferring out of your school.

Step 2: Go to the attendance page for that student and make sure they have no attendance codes for the date that you are using as the transfer out date. IE if a students left your school on 8/23/2013 make sure there are no attendance records in for that date.

The student below has attendance records for 8/23/2013 that I need to erase the letters codes that are entered in there.

Step 2A: Select the week that the attendance records are on. So click on 8/19-8/23 at the top of the column.



Course		8/19-8/23					8/26-8/30						
		M	T	W	H	F	M	T	W	H	F	M	
Leadership Education and Training 2 Neal, Paul C A141 E: 08/21/2013 L: 06/19/2014	1(A)	-	-		-	-	-	-	-	-	-	-	-
Arts Survey Disario, Donna NMN G407 E: 08/21/2013 L: 01/19/2014	2(A)	-	-	-	A	-	-	-	-	-	-	-	-
Physical Education Yameen, Michael NMN I201 E: 01/21/2014 L: 06/19/2014	2(A)	-	-	-	-	-	-	-	-	-	-	-	-
Algebra 1 CP Buchanan, Vivian J. G409 E: 08/21/2013 L: 06/19/2014	3(A) 4(A)	-	-	A	-	A	-	-	-	-	-	-	-
Physics First Lynch, Michael NMN G201 E: 08/21/2013 L: 06/19/2014	5(A)	-	-	-	-	A	-	-	-	-	-	-	-
Second Yr Eng CP Thom, Scarlett Olivia G408 E: 08/21/2013 L: 06/19/2014	6(A)	-	-	-	A	-	-	-	-	-	-	-	-
World History 1 Rice, Janet M G306 E: 08/21/2013 L: 06/19/2014	7(A)	-	-	-	-	A	-	-	-	-	-	-	-
Lunch Neal, Paul C E: 08/21/2013 L: 06/19/2014	8(A)	-	-									-	-
Advisory Grade 11 Unknown, Vacancy Cafe E: 08/21/2013 L: 06/19/2014	9(A)	-	-									-	-

Step 2B: Make sure the current attendance code boxes do not have anything in them, then click on the attendance code for the day and the class that they are entered in. Once you click on the box that the code is in, the code should disappear. Once you clear all codes that are on the day or after the date of transfer.

Step 2C: Click submit at the bottom of the page.

Meeting

Current attendance code: ▼

Week of 08/19/2013

	Wednesday 08/21/2013 Set All	Thursday 08/22/2013 Set All	Friday 08/23/2013 Set All
09:00 AM	Leadership Education and Training 2 Neal, Paul C A141 08:30 AM - 10:00 AM <input type="text"/> 1(A)	Arts Survey Disario, Donna NMN G407 08:30 AM - 10:00 AM A <input type="text"/> 2(A)	Leadership Education and Training 2 Neal, Paul C A141 08:30 AM - 10:00 AM <input type="text"/> 1(A)
10:00 AM	Algebra 1 CP Buchanan, Vivian J. G409 10:05 AM - 11:35 AM A <input type="text"/> 3(A)	Algebra 1 CP Buchanan, Vivian J. G409 10:05 AM - 11:35 AM A <input type="text"/> 4(A)	Algebra 1 CP Buchanan, Vivian J. G409 10:05 AM - 11:35 AM A <input type="text"/> 3(A)
12:00 PM	Advisory Grade 11 Unknown, Vacancy Cafe 11:40 AM - 12:55 PM <input type="text"/> 9(A)	Advisory Grade 11 Unknown, Vacancy Cafe 11:40 AM - 12:55 PM <input type="text"/> 9(A)	Physics First Lynch, Michael NMN G201 11:40 AM - 12:55 PM A <input type="text"/> 5(A)
01:00 PM	Lunch Neal, Paul C 01:00 PM - 01:32 PM <input type="text"/> 8(A)	Lunch Neal, Paul C 01:00 PM - 01:32 PM <input type="text"/> 8(A)	Lunch Neal, Paul C 01:00 PM - 01:32 PM <input type="text"/> 8(A)
02:00 PM	World History 1 Rice, Janet M G306 01:37 PM - 03:07 PM <input type="text"/> 7(A)	Second Yr Eng CP Thom, Scarlett Olivia G408 01:37 PM - 03:07 PM A <input type="text"/> 6(A)	World History 1 Rice, Janet M G306 01:37 PM - 03:07 PM A <input type="text"/> 7(A)

Step 3: Drop all of the currently enrolled courses for the student.

Step 3A: Click on the modify schedule link it is located at the bottom of the left hand menu.

Step 3B: Click on the Drop All at the bottom of the list of courses that this Student is enrolled in.

[View Entire Year Schedule](#) [Edit Auto Schedule Parameters](#)

▼ Functions

Effective Enrollment Date (MM/DD/YYYY)

Search Available Classes

Course Number

Period

[Find](#)

Quick Enroll

Course.Section

[Enroll](#)

Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
<input type="checkbox"/>	6(A)	13-14	023-4	Second Yr Eng CP		Thom, Scarlett Olivia	G408	08/21/2013	06/19/2014	<input type="checkbox"/>
<input type="checkbox"/>	7(A)	13-14	173-4	World History 1		Rice, Janet M	G306	08/21/2013	06/19/2014	<input type="checkbox"/>
<input type="checkbox"/>	3-4(A)	13-14	211D-2	Algebra 1 CP		Buchanan, Vivian J	G409	08/21/2013	06/19/2014	<input type="checkbox"/>
<input type="checkbox"/>	5(A)	13-14	337-2	Physics First		Lynch, Michael NMN	G201	08/21/2013	06/19/2014	<input type="checkbox"/>
<input type="checkbox"/>	2(A)	S1	709-1	Arts Survey		Disario, Donna NMN	G407	08/21/2013	01/19/2014	<input type="checkbox"/>
<input type="checkbox"/>	2(A)	S2	853-5	Physical Education		Yameen, Michael NMN	I201	01/21/2014	06/19/2014	<input type="checkbox"/>
<input type="checkbox"/>	1(A)	13-14	982-1	Leadership Education and Training 2		Neal, Paul C	A141	08/21/2013	06/19/2014	<input type="checkbox"/>
<input type="checkbox"/>	8(A)	13-14	998-35	Lunch		Neal, Paul C		08/21/2013	06/19/2014	<input type="checkbox"/>
<input type="checkbox"/>	9(A)	13-14	999_11-7	Advisory Grade 11		Unknown, Vacancy	Cafe	08/21/2013	06/19/2014	<input type="checkbox"/>

[Drop Selected](#) [Drop All](#) [Automated Schedule](#) [Manually Schedule Student](#) [Toggle Locks](#)

Step 3C: In the Exit Date, enter in the last day that the student actually attended classes.

Click Submit

Per	Term	Crs-Sec	Course
1	13-14	982-1	Leadership Education and Training 2
2	S1	709-1	Arts Survey
2	S2	853-5	Physical Education
3,4	13-14	211D-2	Algebra 1 CP
5	13-14	337-2	Physics First
6	13-14	023-4	Second Yr Eng CP
7	13-14	173-4	World History 1
8	13-14	998-35	Lunch
9	13-14	999_11-7	Advisory Grade 11

Exit Date (MM/DD/YYYY)

Note about exit dates:

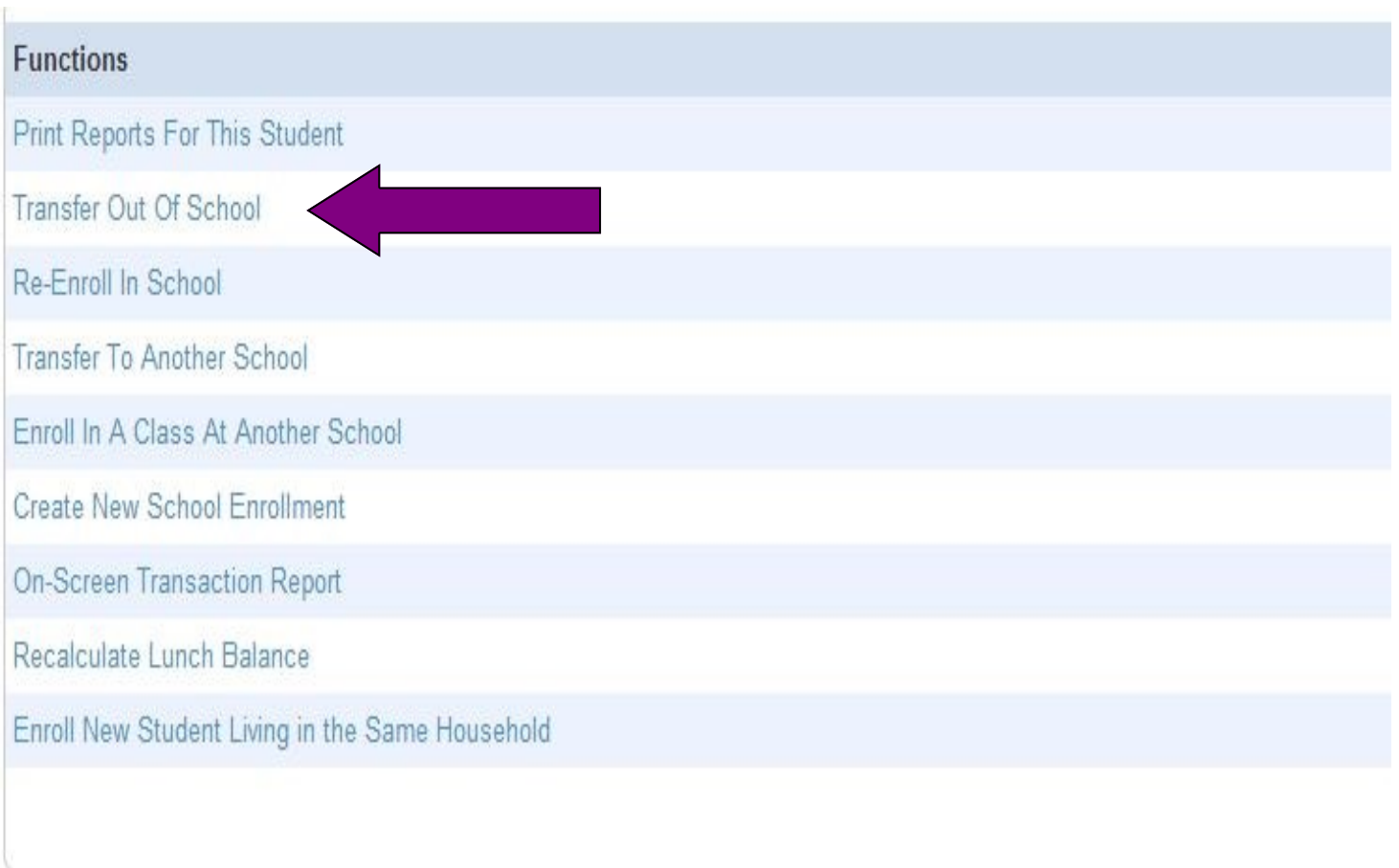
The exit date is always the day AFTER the last day the student was in class.

If the student's last day in class was 5/22 then the exit date is 5/23. This

Step 4: **Transfer the student out of your school.**

Step 4A: **Select the Functions option from the left hand menu, it is listed in the enrollments section of the menu.**

Step 4B: **Select Transfer Out of School option from the functions menu.**



Step 4C: On this page is where you actually transfer the student out.


The following fields are required for you to fill out.

Transfer Comment—Give some sort of info on what is happening like the example below.

Date of Transfer—Normally the day after the date you entered when dropping the students classes.

Exit Code—Make sure you use the appropriate code. If they are transferring to another school within the district the exit code is 20.

If they are a summer graduate, summer transfer, or summer dropout make sure you change those options to a Yes.

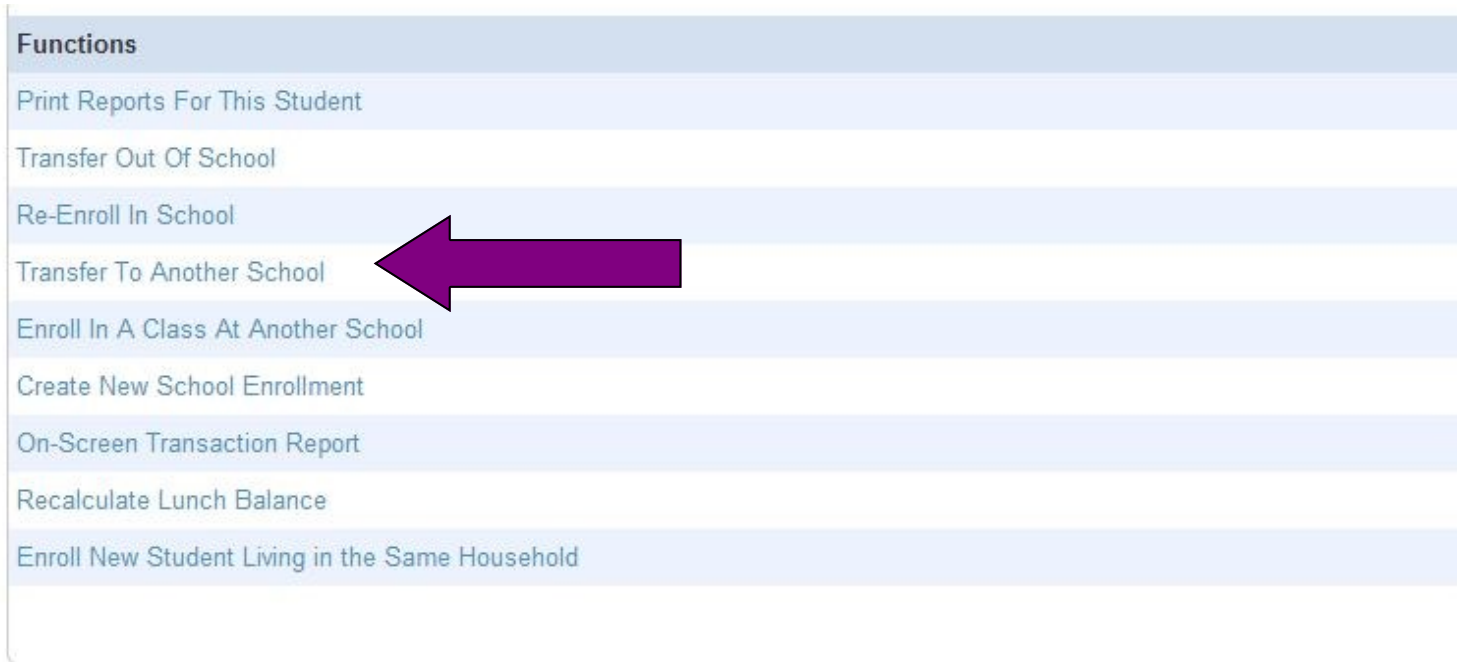
Who will be transferred out	CAMPOS, YENISIS MARCELINA
Transfer comment	<input type="text" value="Transferred to NYC"/>
Date of transfer (should be the day after the student's last day in class)	<input type="text" value="7/25/2013"/>  (MM/DD/YYYY) *
Exit code	<input type="text" value="22 (Transferred - Out of state (public or private))"/>
Massachusetts State Information	
Resident	<input type="text" value="Please Select a Value"/>
If any of the following flags are set to yes, "0" will be extracted in DOE017 and DOE018	
Summer Graduate	<input type="text" value="No"/>
Summer Dropout	<input type="text" value="No"/>
Summer Transfer	<input type="text" value="Yes"/>
SIF FTE	<input type="text" value="Please Select"/>
<input type="checkbox"/> Check here if student(s) intend to enroll in school during next school year.*	

At this point if the student transferred out of the district you are all done. If the student is transferring to another school within the district please continue.

Step 5: Transfer the student to another school within the system.

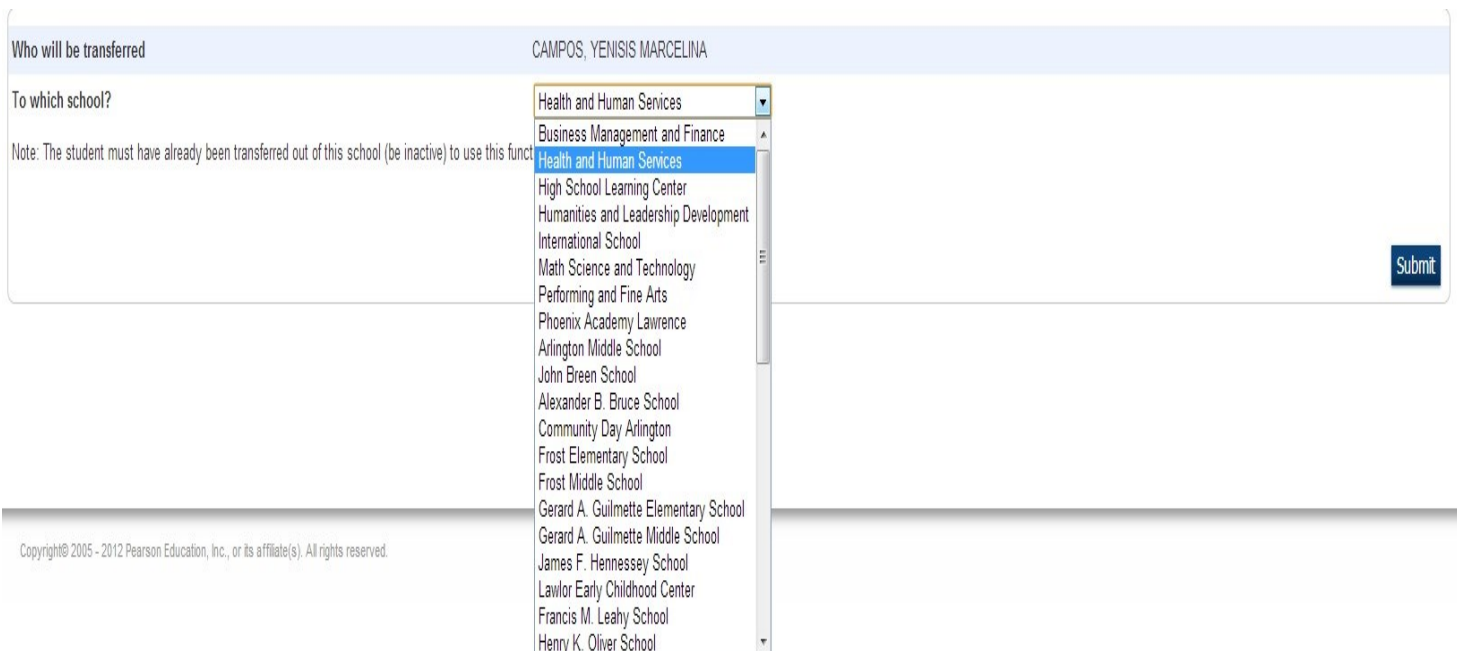
Step 5A: Click on the functions menu again.

Step 5B: Select the option to transfer to another school.



The screenshot shows a vertical list of menu items under the heading "Functions". The items are: "Print Reports For This Student", "Transfer Out Of School", "Re-Enroll In School", "Transfer To Another School", "Enroll In A Class At Another School", "Create New School Enrollment", "On-Screen Transaction Report", "Recalculate Lunch Balance", and "Enroll New Student Living in the Same Household". A large purple arrow points from the right towards the "Transfer To Another School" option.

Step 5C: Select the school the student is transferring to from the drop down menu
And click submit.



The screenshot shows a form with the following fields and content:

- Who will be transferred:** CAMPOS, YENISIS MARCELINA
- To which school?:** A dropdown menu is open, showing a list of schools. The current selection is "Health and Human Services".
- Note:** The student must have already been transferred out of this school (be inactive) to use this function.
- Submit:** A blue button labeled "Submit" is located on the right side of the form.

The dropdown menu list includes: Health and Human Services, Business Management and Finance, Health and Human Services, High School Learning Center, Humanities and Leadership Development, International School, Math Science and Technology, Performing and Fine Arts, Phoenix Academy Lawrence, Arlington Middle School, John Breen School, Alexander B. Bruce School, Community Day Arlington, Frost Elementary School, Frost Middle School, Gerard A. Guilmette Elementary School, Gerard A. Guilmette Middle School, James F. Hennessey School, Lawlor Early Childhood Center, Francis M. Leahy School, and Henry K. Oliver School.

Step 6: Re-Enrolling the student into the new school.

Most individual schools do not have access to the other schools in PowerSchool so most likely this step will need to be performed by either someone at the other school or by someone with access to the other school.

Step 6A: Navigate to the school you just transferred the student to.

Step 6B: Search for the student again.

Step 6C: Select the functions menu again.

Step 6D: Select the option for Re-Enroll in School.

Functions

Print Reports For This Student

Transfer Out Of School

Re-Enroll In School

Transfer To Another School

Enroll In A Class At Another School

Create New School Enrollment

On-Screen Transaction Report

Recalculate Lunch Balance

Enroll New Student Living in the Same Household



Step 6E: On the Re-Enroll screen there are a couple of required fields.

Date or Re-Enrollment—Enter in the date the student actually starts at your school.

Entry code—Select the appropriate code from the drop down box.

Entry Comment—Please write a brief description of what is happening.


Full-Time Equivalency—Enter in the appropriate option available.

Grade Level—Change the grade level to the appropriate grade.

If the student is re-enrolling from out of the district then make sure if one of the summer graduate, summer dropout, or summer transfer options are set to yes, then change them to **NO**.

Leave track, District of Residence, and Restore Class Enrollments the way that they are.

Click Submit.

Student to re-enroll	CAMPOS, YENISIS MARCELINA
Date of re-enrollment	8/24/2013  (MM/DD/YYYY) *
Entry code	<input type="text"/>
Entry comment	<input type="text"/>
Full-Time Equivalency	FT-HHS <input type="button" value="v"/>
Grade Level	11 <input type="button" value="v"/>
Track	<input type="text"/> <input type="button" value="v"/>
District of Residence	<input type="text"/>
Restore class enrollments?	Yes <input type="button" value="v"/>
Massachusetts State Information	
Resident	Please Select a Value <input type="button" value="v"/>
If any of the following flags are set to yes, "0" will be extracted in DOE017 and DOE018	
Summer Graduate	No <input type="button" value="v"/>
Summer Dropout	No <input type="button" value="v"/>
Summer Transfer	No <input type="button" value="v"/>
SIF FTE	Please Select <input type="button" value="v"/>
Note: Regardless of the date specified above, the student's records will be re-activated immediately.	