

Administrative Transfer

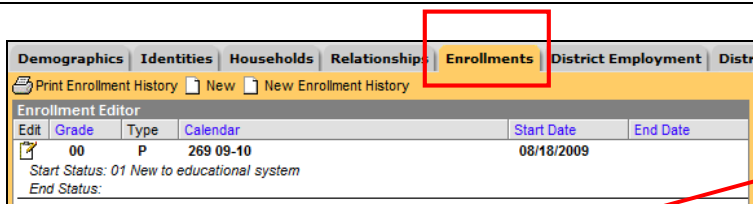
- The **receiving school** is responsible for enrolling administrative transfer students into the new school, accepting responsibility for the student.
- The **receiving school** will use the **approval transfer date** to **enroll and transfer the student**.
- The **sending school** is responsible for taking attendance and continuing the enrollment in the current school assignment until the student is approved and transferred into the new school - **do not** withdraw the student.
- The **Transfer approval** with a **transfer date** will be emailed to both the sending and receiving schools from the School of Choice Office. (Follow the District Administrative Transfer procedures.)
- If an agreement date has been reached between the sending/receiving school principals prior to receiving the transfer approval information, follow the guidelines as instructed by your administrative staff.
- **Work with the sending/receiving school to assure that there are no gaps in the student's attendance or enrollment records when he/she is transferred.**

Searching for a Person



Search for Student.

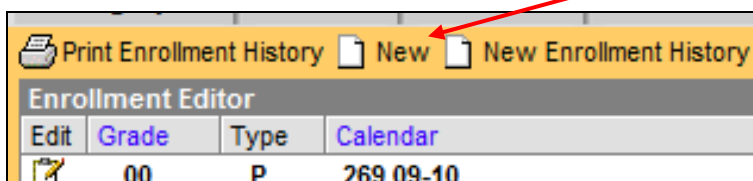
Transfer/Activating the Student (receiving school only)



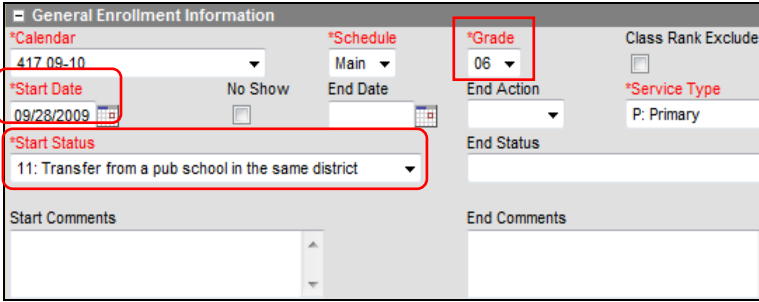
Edit	Grade	Type	Calendar	Start Date	End Date
	00	P	269 09-10	08/18/2009	

Enrollments tab

1. Select the **Enrollments** tab.
2. Select **New**.



Edit	Grade	Type	Calendar
	00	P	269 09-10

	<p><u>General Enrollment Information screen</u></p> <ol style="list-style-type: none"> 1. Enter the *Grade the student will be attending. 2. Enter in a *Start Date. Using the <u>approval transfer date</u> that has been provided from the School of Choice Office in the Transfer Approval email <i>or</i> the administrative staff's agreed upon transfer date. 3. Enter in a *Start Status: 11: Transfer from a pub school in the same district. 4. Select Save.
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