

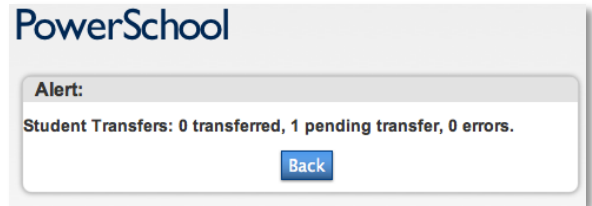
Transferring Students

Transferring students is a function of enrollment. The sequence of events is to select a student to be transferred then select Enrollment > Functions and select the appropriate enrollment function.

Transfer Out of School

When a student is transferred out of a school, the enrollment status of the student changed from “Enrolled” to “Transferred Out” making the student inactive. There is no need to drop enrollment in sections of courses as the transfer out process drops the student from currently scheduled sections automatically. Student records are not deleted; their status in PowerSchool changes from active to inactive. Keep in mind that inactive student records do not appear in searches

1. Select the student at the school in which the student is currently enrolled
2. Navigate to Enrollment > Functions
3. Select the Transfer Out of School function
4. Enter the appropriate transfer info including the Exit Date, Transfer Comments (optional), and Exit Code
5. Click the Submit button



PowerSchool

Alert:

Student Transfers: 0 transferred, 1 pending transfer, 0 errors.

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The student transfer status will be “pending” and the transfer will be processed by the system during the nightly process on the Exit Date entered in the Transfer Out of School function. If the Exit Date is the day of the transfer and no attendance has been entered for the current day, the transfer will occur and the student will be inactive in the current school. If the date of transfer is a future date, the transfer will be a pending transfer and will be processed automatically when the transfer date arrives.

Transfer to Another School

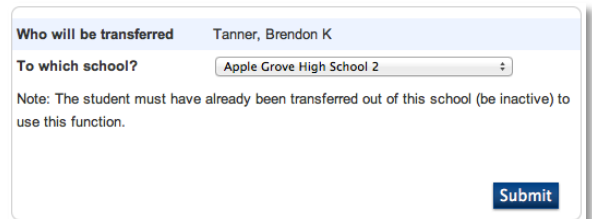
The process to transfer a student from one school to another within the same district includes three steps:

Enrollment Functions performed by the sending school:

1. Transfer the student out of one school (described above)

Once the Transfer Out of School process has occurred, the sending school will locate the student record by preceding the search with the forward slash “/” to include inactive students to perform the Enrollment > Function > “Transfer to Another School”.

2. Transfer the student to another school following the nightly process if necessary



Who will be transferred Tanner, Brendon K

To which school?

Note: The student must have already been transferred out of this school (be inactive) to use this function.

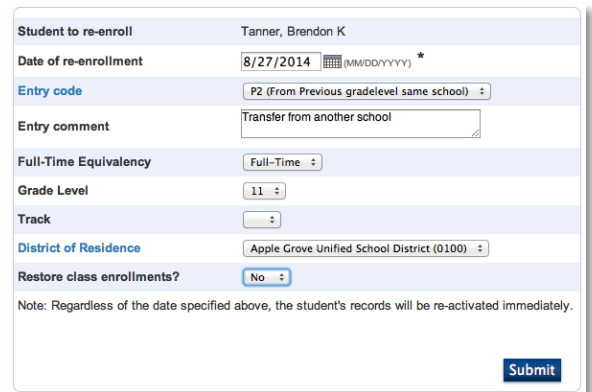
[Submit](#)

The receiving school can then locate the student record by preceding the search with the forward slash “/” to include inactive students.

Enrollment Function performed by the receiving school:

3. Re-enroll the student as an active student at the new school

Enter the appropriate enrollment information such as the Entry Date, Entry Code, Entry Comment, Full-Time Equivalency, Grade Level and submit the entries.



Student to re-enroll Tanner, Brendon K

Date of re-enrollment (MM/DD/YYYY) *

Entry code

Entry comment

Full-Time Equivalency

Grade Level

Track

District of Residence

Restore class enrollments?

Note: Regardless of the date specified above, the student's records will be re-activated immediately.

[Submit](#)