



## **SRG0900 - Withdrawal Transfer Form**



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This report produces a form that provides student information, such as discipline, special programs, immunizations, screenings, current grades, and EOC or STAAR 3-8 assessment data. This form is sent to the new campus when a student withdraws. The report can be printed for both active and inactive students.

### NOTE:

- If printing this report for active students, **Pre-Print Withdraw Form** must be selected on [Registration > Maintenance > District Profile > District Maintenance > Control Info](#).
- [SGR1800](#) should be run before printing this report to obtain attendance data.
- The **W/D Grade** field in the **Current Grades** section displays the working cycle average from TeacherPortal. If the district does not use TeacherPortal, or a working cycle average does not exist, the value in **Auto Grd** on [Grade Reporting > Maintenance > Master Schedule > District Schedule](#) is printed. If no values exist, the field is blank.
- In the **Most Recent State Standardized Test Results** section, the test date and grade level are displayed from ASCENDER Test Scores. The section is grouped by exemption, mastery date or exit level mastery date, test version, and scale score. The exit level mastery date group is only displayed when data exists for at least one of the subject areas. If no exit level mastery date exists, the mastery date group is displayed.
- The **Dyslexia** field on the report displays Yes if **Other Spc Pgms** on [Maintenance > Student Enrollment > Local Programs](#) matches the alphanumeric entry (e.g., DYS) in the **Local Program Code For Dyslexia Reporting** field on the Options page in ASCENDER State Reporting. The code must exist on [Maintenance > District Profile > Local Program Codes](#), and it must be added to [Maintenance > Campus Profile > Local Program Codes](#).
- The **504** field on the report displays Yes if **Other Spc Pgms** is set to 504 on [Maintenance > Student Enrollment > Local Programs](#). The code must exist on [Maintenance > District Profile > Local Program Codes](#), and it must be added to [Maintenance > Campus Profile > Local Program Codes](#).

### Run the report:

Parameter	Description
<b>Ending School Year (YYYY)</b>	Type the four-digit <b>ending</b> school year.
<b>Campus ID</b>	Type the three-digit campus ID, or click  to <a href="#">select the campus</a> .

Parameter	Description
<b>Semester</b>	Type the one-digit semester.  Valid semesters are 1 and 2.  For a four-semester campus, valid semesters are 1, 2, 3, and 4.
<b>Cycle (1,2,3)</b>	Type the one-digit cycle code.
<b>Print Migrant Data (Y, N)</b>	Y - Include migrant status (Y/N) on the form.  N or blank - Do not include migrant status.
<b>Print EB Data (Y, N)</b>	Y - Include Emergent Biligual (EB) status (Y/N) on the form.  N or blank - Do not include EB status.
<b>Print Bilingual Data (Y, N)</b>	Y - Include bilingual status (Y/N) on the form.  N or blank - Do not include bilingual status.
<b>Print ESL Data (Y, N)</b>	Y - Include English as a Second Language (ESL) status (Y/N) on the form.  N or blank - Do not include ESL status.
<b>Print Econ Disadvantage (Y, N)</b>	Y - Include economic disadvantage indicator (Y/N) on the form.  N or blank - Do not include economic disadvantage indicator.
<b>Print Other Disadvantage (Y, N)</b>	Y - Include other disadvantage indicator (Y/N) on the form.  N or blank - Do not include other disadvantage indicator.
<b>Print Immunization Dates (Y, N)</b>	Y - Print immunization dates on the form.  N or blank - Do not print immunization dates.
<b>Print Clearance Checks (Y, N)</b>	Y - Print clearance checks on the form.  N - Do not include clearance checks. <b>NOTE:</b> The list of clearance checks is set up on <a href="#">Maintenance &gt; District Profile &gt; Tables &gt; Wd Clearance Checks</a> . The first 18 checks from the table are displayed alphabetically on the report below the signatures. If more than 18 clearance checks exist in the table, only the first 18 alphabetically will print on the report.
<b>Student IDs</b>	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to <a href="#">select the students</a> . <b>NOTE:</b> For a No Show student, you must type the student's ID number. Only active and inactive student ID numbers can be selected using the ellipsis icon.
<b>Print Student SSN (Y, N, M)</b>	Y - Print the entire social security number.  N - Print XXX-XX-XXXX for the social security number.  M - Print the masked social security number (e.g., XXX-XX-1234).
<b>Print Withdrawn Courses (Y, N)</b>	Y or blank - Print withdrawn courses. "-W/D" will print next to the course name.  N - Do not print withdrawn courses.



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