

Scheduling Transfer By File

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This utility transfers a group of students from one campus to another by creating a file that can be imported using the Scheduling Transfer From File utility.

The sending campus must perform the transfer.

The records of transfer students at the sending campus are set to record status *3* (*currently enrolled at this campus, will attend new campus next year*). The records of transfer students at the receiving campus are set to record status *4* (*enrolled at another campus, will attend this campus next year*). Any student scheduling requests are deleted from the sending campus.

Update data:

Field	Description
field	

The Sending Campus field displays campus ID of the campus from which the students are being transferred.

In the Receiving Campus field, click to select the campus to which the students are being transferred.

From the Choose Grades fields, select the grade levels that are being transferred.

Note: Students in 12th grade cannot be transferred, so grade 12 is not displayed.

Select Match Next Year Campus if there are multiple next year campuses to which students in the high grade level will be transferred next year, and next year campus IDs have been assigned for those students. The program compares the campus in the Receiving Campus field, and only transfers the students whose next year campus matches the receiving campus. You must repeat this utility for each receiving campus. If this field is not selected, all students are transferred to the selected receiving campus, regardless of their assigned next year campus.

Select Transfer Withdrawn Students to transfer withdrawn students.

Click Start.

If you did not select Match Next Year Campus, a message is displayed confirming if you want to match the next year campus flag. Click Yes to match the next year campus flag, or click No to transfer all students to the receiving campus regardless of their assigned next year campus.

When the process is complete, a report of the transferred students is displayed with a message indicating the number of records processed. Review, save, or print the report.

The Preview Errors button is displayed if errors are encountered. Click Preview Errors to preview the error report. Review, save, or print the report.


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