

Scheduling Transfer

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This utility transfers a group of students, by grade level, from one campus to another campus. Students who are not promoted are not transferred.

The sending campus performs 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.

Special program information is transferred automatically for students enrolled in special programs that are offered at the receiving campus. If the special program enrollment is not transferred, and the error report will list students whose special programs were not transferred.

Update data:

Field	Description
Sending Campus	The ID of the campus to which you are logged on is displayed. Students will be transferred from this campus.
Receiving Campus	Select the campus to which the students are being transferred.
Choose Grades	Select the grade level(s) to be transferred. Students in 12th grade cannot be transferred, so grade 12 is not displayed.
Match Next Year Campus	If next year campus IDs have been assigned for students in the highest grade level at the campus, select this field if there are multiple next year campuses to which students will be transferred. The program compares the **Receiving Campus** to each student's next year campus, and only transfers the students whose next year campus matches the receiving campus. You must repeat this utility for each receiving campus. **WARNING:** If not selected, all students are transferred to the selected receiving campus, regardless of their assigned next year campus.
Transfer Withdrawn Students	Select to include withdrawn students when assigning lockers.

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.

If errors are encountered, click Errors to view the report. Review, save, or print the report.


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