


# 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:

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| **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.<br><br>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.<br><br>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.<br><br>**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| **Transfer Withdrawn Students** | Select to include withdrawn students when assigning lockers.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**, you are asked again if you want to match the next year campus flag. Click **Yes** or **No** to continue.

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

  **Review the report using the following buttons**:

  Click First to go to the first page of the report.
  Click ◀ to go back one page.
  Click ▶ to go forward one page.
  Click Last to go to the last page of the report.

  **The report can be viewed and saved in various file formats**.

  Click to save and print the report in PDF format.
  Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
  Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

| | |
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| **Errors** | Click to view the error list if errors are encountered.<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click ◀ to go back one page.<br>Click ▶ to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click to save and print the report in PDF format.<br>Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.<br>Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |


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