



# Student Current Year



# Table of Contents

**Student Current Year** ..... 1



# Student Current Year

## Registration > Utilities > Transfer > Student Current Year

This utility transfers a student from one campus to another campus if a student moves during the school year from one campus to another within the district.

**The sending campus withdraws the student from the campus.  
The receiving campus performs the transfer using this utility.**

- Special program information is transferred to the receiving campus if the special programs are offered there.
- Special program information is not transferred if a record without a withdrawal date already exists at the receiving campus.
- If a No Show student enters the receiving campus after the first day of school, the No Show record remains at the sending campus. However, if the student enters the receiving campus *on* the first day of school, the No Show record is deleted automatically from the sending campus.

### Update data:

Field	Description
<b>From</b>	Select the campus from which the student is being transferred.
<b>To</b>	The campus to which you are currently logged on is displayed.
<b>Student ID</b>	Type the six-digit student ID. Or, click <b>Directory</b> to select a student from the <a href="#">directory</a> .

Click **Retrieve**.

The student's current demographic data is displayed as entered on [Maintenance > Student Enrollment > Demo1](#). Update as needed.

<b>Entry Dt</b>	Type the entry date at the campus to which the student is being transferred in the MMDDYYYY format.
-----------------	---

Click **Save** to transfer the student.

A message at the top of the page indicates that the transfer is complete.

To view, edit, or add comments to the student's demographic record prior to transferring them, click **Comments**. The **Comments** page is displayed.

If comments exist for the student, a paperclip icon is displayed on the button.



## Back Cover