



Student Current Year

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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 at the receiving campus, unless 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 |
|-------------------|--|
| From | Select the campus from which the student is being transferred. |
| To | The campus to which you are currently logged on is displayed. |
| Student ID | Type the six-digit student ID. Or, click Directory to select a student from the directory . |

Click **Retrieve**.

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

| | |
|-----------------|---|
| Entry Dt | Type the entry date at the campus to which the student is being transferred in the MMDDYYYY format. |
|-----------------|---|

Click **Save** to transfer the student.

Other functions and features:

| | |
|-----------------|--|
| Comments | View or add comments. Click to view or add comments about the student. The Comments window opens. If comments exist for the student, a paperclip is displayed on the button. |
|-----------------|--|



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