



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 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:

| | |
|-------------------|--|
| 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.

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



Back Cover