



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:

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.
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If applicable, the student's residential facility data is displayed as entered on [Maintenance > Student Enrollment > W/R Enroll](#). Update as needed.

Select **Residential Facility** and the **Residential Facility Detail** fields are displayed.

Click **Save** to transfer the student.

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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