

Receiving Campus (Reverse Scheduling Transfer)

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Use this utility if you are logged on as the receiving campus.

This utility reverses a scheduling transfer.

At the sending campus, all records with record status code 3 (*currently enrolled at this campus, will attend new campus next year*) are reset to record status code 1 (*currently enrolled at this campus*).

At the receiving campus, all records with record status code 4 (enrolled at another campus, will attend this campus next year) or 5 (not in district, will attend this campus next year) are deleted.

A reverse scheduling transfer can be performed by either the sending campus or the receiving campus. If you are logged on as the sending campus, use the Reverse Scheduling Transfer > Sending Campus utility.

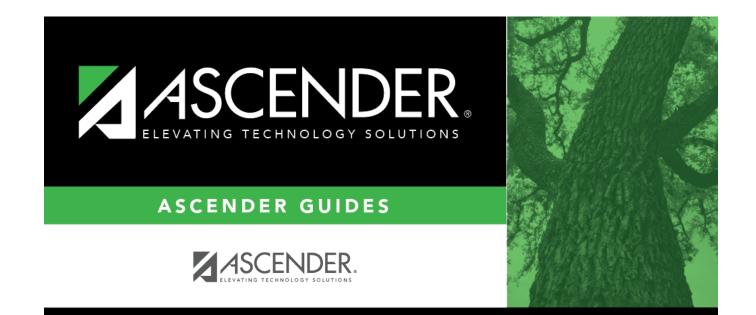
уууу-уууу Students	All students with record status code 4 or 5 are listed.			
Currently marked as	NOTE : Record status 5 will delete the student from the district.			
Schedule		here are multiple pages,		
Transfer	page throu	bugh the list.		
	Select the	elect the students for whom to reverse a scheduling transfer:		
	Select	Select the check box for one or more students. Clear the checkbox to unselect a student.		
		• To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows.		
		• To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.		
	Select All	Click the button to select all listed students. If there are multiple pages of students, the students are selected across all pages.		
	Clear All	Click the button to unselect all selected students. If there are multiple pages of students, the students are selected across all pages.		

Update data:

Click Start.

A pop-up message is displayed when the process is complete. Click $\ensuremath{\textbf{OK}}$.

yyyy-yyyy Students Reversed this Session	The reversed students are listed.
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