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.

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.

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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