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 (Utilities > Transfer > Scheduling Transfer).
The receiving campus performs the transfer using this utility.

- Special program information is transferred to the receiving campus if the special programs are offered there.
- Special program information is not transferred if 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 information is displayed.

In the Entry Dt field, type the entry date at the campus to which the student is being transferred. Use the MMDDYYYY format.

Update the student's information as necessary. For a description of the fields, view the Help for the Maintenance > Student Enrollment > Demo1 tab.

Click Save to transfer the student. A message at the top of the page indicates that the transfer is complete.

To view, edit, or add comments to the student's demographic record prior to transferring them, click Comments. The Comments page is displayed.

If comments exist for the student, a paperclip icon is displayed on the button.

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