



## Student Current Year



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## 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:

|                   |                                                                                                                    |
|-------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>From</b>       | Select the campus from which the student is being transferred.                                                     |
| <b>To</b>         | The campus to which you are currently logged on is displayed.                                                      |
| <b>Student ID</b> | Type the six-digit student ID. Or, click <b>Directory</b> to select a student from the <a href="#">directory</a> . |

☐ Click **Retrieve**.

The student's current demographic data is displayed as entered on [Maintenance > Student Enrollment > Demo1](#). Update as needed.

|                 |                                                                                                     |
|-----------------|-----------------------------------------------------------------------------------------------------|
| <b>Entry Dt</b> | 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.

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



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