

Transferring/Withdrawing a Student

To Withdraw a Student:

1. Before withdrawing a student, you must first **delete any attendance events showing for dates on or after the withdrawal date** (Ex. If a student is expelled or put on homebound, and you have entered the attendance codes through to the end of the year). **If you must backdate a withdrawal (withdraw prior to the current date), you must also delete any attendance events showing for dates on or after the withdrawal date** (Ex. a student's records are requested as of 9/05/2008, but you have absences entered from that date to present while you have been verifying the student's whereabouts. Because these absences will be inaccessible once the student is withdrawn and yet still be visible under "show dropped classes", these attendance events must be deleted before the student's schedule is dropped or the student is transferred out).

- Search on the **Start Page** to find the student.
- In the **Academics** section of the **Student** menu, click **Attendance**.
- On the **Attendance** screen, click **Change Multiple Days**.

Meeting | Daily
Change Multiple Days 

7/28-8/1					8/4-8/8					8/11-8/15					8/18-8/22					8/25-8/29					9/1-9/5					9/8-9/12					9/15-9/19					9/22-9/26														
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
-	-	-	-	-	-	-	-	-	-																																													
9/29-10/3					10/6-10/10					10/13-10/17					10/20-10/24					10/27-10/31					11/3-11/7					11/10-11/14					11/17-11/21					11/24-11/28														
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
										-	-																			-	-																							
12/1-12/5					12/8-12/12					12/15-12/19					12/22-12/26					12/29-1/2					1/5-1/9					1/12-1/16					1/19-1/23					1/26-1/30														
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
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2/2-2/6					2/9-2/13					2/16-2/20					2/23-2/27					3/2-3/6					3/9-3/13					3/16-3/20					3/23-3/27					3/30-4/3														
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
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4/6-4/10					4/13-4/17					4/20-4/24					4/27-5/1					5/4-5/8					5/11-5/15					5/18-5/22					5/25-5/29					6/1-6/5														
M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
				-																																																		

- Change the absence codes to **Present** for the appropriate dates.

From this Date	<input type="text" value="8/11/2008"/>	← Enter the date of withdrawal.
To this Date	<input type="text" value="8/13/2008"/>	← Enter date of last attendance ent
Code(s) to scan for	<input checked="" type="radio"/> All <input type="radio"/> These codes <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> Present AT - Absent by teacher EPA - Excused Partial Absence UPA - Unexcused Partial Absence E0 - Excused absence E1 - Illness E2 - Death/illness family Present E4 - Religious holiday E5 - Legal court summons </div>	
Attendance Code to Set	<input type="text" value="(Present)"/>	
If Other Than a Default Present (default presents will be overwritten regardless)	<input checked="" type="radio"/> Overwrite ← Select Overwrite. <input type="radio"/> Don't Overwrite	

- Click Submit.
- Select **Attendance** from the **Academics** section of the **Student** menu.
- On the **Attendance** screen, click **Change Meeting Attendance**.

↓ Meeting | Daily

Change Meeting Attendance Show dropped classes also

Expression	8/7-8/11					8/14-8/18					8/21-8/25					8/28-9/1					9/4-9/8					
	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	
HR(M-F)																					U99	-	U99	U99	U99	U99
Expression	9/11-9/15					9/18-9/22					9/25-9/29					10/2-10/6					10/9-10/13					
HR(M-F)	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	
																					-	-	-	-	-	-

- Change the absence codes to **Present** for the appropriate dates.

From this date Enter date of withdrawal. → 9/1/2008

To this date Enter date of last attendance entry. → 9/8/2009

Meetings to scan

	M	T	W	R	F
HR	<input checked="" type="checkbox"/>				
1	<input checked="" type="checkbox"/>				
2	<input checked="" type="checkbox"/>				
3	<input checked="" type="checkbox"/>				
4	<input checked="" type="checkbox"/>				
5	<input checked="" type="checkbox"/>				
6	<input checked="" type="checkbox"/>				
7	<input checked="" type="checkbox"/>				
8	<input checked="" type="checkbox"/>				

Click **Select All.** →

Code(s) to scan for

Click **All** for **Codes to scan for.** → All
 These codes

Present

AT - Absent by teacher

TE - Tardy excused

TU - Tardy unexcused

E1 - Illness

E2 - Death/illness family

Present

E4 - Religious holiday

E5 - Legal court summons

E6 - Circumstance approved by Principal

Attendance code to set Select **Present.** →

If other than a default present (default presents will be overwritten regardless)

Click **Overwrite.** → Overwrite Don't Overwrite

- Click **Submit** to save the changes.

2. Drop the student's schedule.

- Change the **Term** to the current school year, if necessary.

School: Tara Oaks Elementary

Term: 08-09 Year

Click **Term** at the top of the screen.



Choose the year from the pop-up.

Submit

Click **Submit**.

- In the **Scheduling** section of the **Student** menu, click **Modify Schedule**.
- Drop all classes.

Enrollments | Requests

View Entire Year Schedule Edit Auto Schedule Parameters

Effective Enrollment Date:

Search Available Classes Quick Enroll

Course Number: Period: Course Section:

Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop
<input type="checkbox"/>	HR(M-F)	06-07	RAC01-5	1st Homeroom	Norwood, Margie M	Norwood, M	8/1/2006	6/2/2007	<input type="checkbox"/>
<input type="checkbox"/>	1(M-F)	06-07	ARD15-5	1st Reading	Norwood, Margie M	Norwood, M	8/1/2006	6/2/2007	<input type="checkbox"/>
<input type="checkbox"/>	2(M-F)	06-07	AEN15-5	1st English	Norwood, Margie M	Norwood, M	8/1/2006	6/2/2007	<input type="checkbox"/>
<input type="checkbox"/>	3(M-R)	06-07	ASP15-5	1st Spelling	Norwood, Margie M	Norwood, M	8/1/2006	6/2/2007	<input type="checkbox"/>
<input type="checkbox"/>	3(F)	06-07	EWR15-5	1st Penmanship	Norwood, Margie M	Norwood, M	8/1/2006	6/2/2007	<input type="checkbox"/>
<input type="checkbox"/>	4(M-F)	06-07	AMA15-5	1st Math	Norwood, Margie M	Norwood, M	8/1/2006	6/2/2007	<input type="checkbox"/>
<input type="checkbox"/>	5(M)	06-07	MPE15-5	1st Physical Ed	Burford, Deena Jane	Burford, D	8/1/2006	6/2/2007	<input type="checkbox"/>
<input type="checkbox"/>	5(T)	06-07	MAR15-5	1st Art	Robinson, Stephanie Lynn	Robinson	8/1/2006	6/2/2007	<input type="checkbox"/>
<input type="checkbox"/>	5(W)	06-07	MMU15-5	1st Music	Greenberg, Amy K.	Greenberg,	8/1/2006	6/2/2007	<input type="checkbox"/>
<input type="checkbox"/>	6(M-F)	06-07	ESS15-5	1st Social Studies	Norwood, Margie M	Norwood, M	8/1/2006	6/2/2007	<input type="checkbox"/>
<input type="checkbox"/>	7(M-F)	06-07	ESC15-5	1st Science/Health	Norwood, Margie M	Norwood, M	8/1/2006	6/2/2007	<input type="checkbox"/>

Click **All**.

- Make sure the exit date is the date of withdrawal, the day *after* the student's last day on roll. **NOTE:** Be careful! This date will default to the current date.

Per	Term	Crs-Sec	Course
HR	06-07	RAC01-5	1st Homeroom
1	06-07	ARD15-5	1st Reading
2	06-07	AEN15-5	1st English
3	06-07	ASP15-5	1st Spelling
3	06-07	EWR15-5	1st Penmanship
4	06-07	AMA15-5	1st Math
5	06-07	MPE15-5	1st Physical Ed
5	06-07	MAR15-5	1st Art
5	06-07	MMU15-5	1st Music
6	06-07	ESS15-5	1st Social Studies
7	06-07	ESC15-5	1st Science/Health

Exit Date:

Note about exit dates:
The exit date is always the day *AFTER* the last day the student was in class. If the student's last day in class was 5/22, then the exit date is 5/23. This applies even if 5/22 was the last day of the term, and even if school is not in session on 5/23.

Enter the date of withdrawal.

Click **Drop Classes**.

- You will be returned to the **Modify Schedule** screen to confirm that the classes have been dropped.

3. **Edit the Student's Classification End Dates.**

- In the **Information** section of the **Student** menu, click **State/Province-TN**.
- Scroll down the page and click **HERE** under **Student Classification**.
- For each classification, click on the abbreviation under **Type**.

Click here to edit the classification. →

Type	Begin Date	End Date
R	08/13/2007	05/31/2008
Z	8/7/06	
R	8/7/06	

- Edit the **Classification End Date** to the withdrawal date.

Option	Value
Classification Type *	(R) Regular
Classification Begin Date *	08/13/2007 (MM/DD/CCYY)
Classification End Date	05/31/2008 (MM/DD/CCYY)

Change this date to the student's withdrawal date. →

Delete Submit → Click **Submit**.

- Repeat this process for **ALL** classifications.

4. **Edit the Student's Transportation End Dates.**

- In the **Information** section of the **Student** menu, click on **Transportation**.
- Click the **To** and **From** links for the current year to edit the **End Dates**.

Click to edit each Transportation record.

From/To School	Bus Number	Route Number	Description	Start Date	End Date	Departure
From	2130	2130	PM-From	8/7/2006	6/2/2007	
To	2130	2130	AM-To	8/7/2006	6/2/2007	

- Edit the date to reflect the student’s withdrawal date.

Change the date and click **Submit** at the bottom of the screen.

Student	Dalworth, Darius		
Start Date *	8/11/2008	(MM/DD/YYYY)	
End Date *	6/2/2009	(MM/DD/YYYY)	
From/To School *	From School		

- Repeat for each transportation entry.

5. If the student is enrolled in any Special Programs, edit the Special Programs Exit Dates.

- In the **Enrollment** section of the **Student** menu, click on **Special Programs**.
- If a **Special Program** is listed, click on the date next to the name of the program.

Program Name	Entry Date	Exit Date	Grade Level	Exit Code
Open Enrollment	7/7/2005	7/6/2006	9	

Click here to edit date.

- In the **Exit Date** field, change this date to the student’s withdrawal date.

Comment	<input type="text"/>
Entry Date	7/7/2008
Exit Date	7/6/2009

- Click **Submit** at the bottom of the screen.
- Repeat for additional **Special Programs**.

6. Transfer the Student Out of the School.

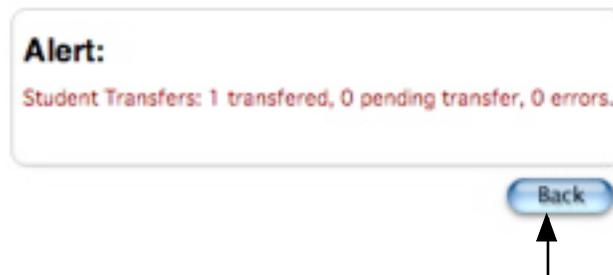
- In the **Enrollment** section of the **Student** menu, click **Functions**.
- On the **Functions** menu, click **Transfer Out of School**.

- Fill out the **Transfer Student Out** information.

The screenshot shows a web form titled "Transfer Student Out" for student "Enos, David Paul". The form includes the following fields and instructions:

- Who will be transferred out:** Enos, David Paul
- Transfer comment:** A text input field with an arrow pointing to it labeled "1. Enter to + name of receiving school".
- Date of transfer (should be the day after the student's last day in class):** A date input field with an arrow pointing to it labeled "2. Enter transfer date (mm/dd/yyyy) - the day after the student's last day".
- Exit code:** A drop-down menu with an arrow pointing to it labeled "3. Select the exit code from the drop-down menu."
- Check here if student(s) intend to enroll in school during next school year.*:** An unchecked checkbox with an arrow pointing to it labeled "4. Do not check."

- Click **Submit** at the bottom of the screen.
- The **Alert** screen tells you that the student was transferred. Click **Back**



7. **Leave the student inactive unless/until a receiving SCS school is known.** (Wait for the school to call. Don't take the parent's or the student's word.)

To Transfer a Student To Another SCS School:

1. Transfer the student out of school.
2. Search to find the student using /last_name.
3. Click **Functions** in the **Enrollment** section of the **Student** menu.

4. Click **Transfer to Another School**.

Who will be transferred Enos, David Paul

To which school? Sycamore Elementary

Note: The student must have already been transferred out of this school (be inactive) to use this function.

Choose the school from the drop-down list.

Click **Submit**.

5. The **Alert** will appear letting you know that the student is now inactive at the receiving school.

Alert:

|Enos, David Paul is now an inactive student at Sycamore Elementary

Click **Back**.

Receiving School is not known or if student is leaving SCS:

1. The student will remain inactive at your school.
2. To find inactive students, type **/enroll_status=2** in the search box on the **Start Page**.

Transferring Students Before School Starts (BSS)

Amend the Enroll and WithdrawTransfer instructions as follows to transfer students from another SCS before school starts.

Withdraw/Transfer

The screenshot shows a web form for transferring a student. The student's name is "Enos, David Paul". The form includes a "Transfer comment" field, a "Date of transfer" field, an "Exit code" drop-down menu, and a checkbox for enrolling in the next school year. Annotations provide instructions for BSS (Before School Starts) transfers:

- 1. Enter to + name of receiving school (points to the Transfer comment field).
- 2. Enter transfer date (mm/dd/yyyy) - the day after the student's last day (points to the Date of transfer field).
- 3. Select the exit code from the drop-down menu. (points to the Exit code field).
- 4. Do not check. (points to the checkbox "Check here if student(s) intend to enroll in school during next school year.*").

BSS Only: Enter today's date. (points to the Date of transfer field).

Enroll Student

The screenshot shows the "Enroll Student" form for "Baker, Kacy Sue". The form includes fields for Date of re-enrollment, Entry code, Entry comment, Full-Time Equivalency, Grade Level, Track, District of Residence, and Restore class enrollments. A "Submit" button is at the bottom right. An annotation provides instructions for BSS (Before School Starts) transfers:

- BSS only:** Enter first day of school 8/11/2008. (points to the Date of re-enrollment field).

Note: Regardless of the date specified above, the student's records will be re-activated immediately.