

## List Transferred Students

To produce a list of students that have transferred out of your school during a specified date range, do the following:

1. From the **Start** page, click on **Reports**.
2. On the **Reports** page, click on **Run Reports**.
3. Scroll to the bottom of the **Run Reports** page to the **Custom Reports** section and click on **Dropped Students**.
4. Enter the desired date range and click **Submit**.
5. A list of the dropped students will displayed with the date withdrawn and the school/district to which they transferred.

## Access Student Records for Students Who Transferred Out of SCS

1. From the **Start** page, enter a "/" + the student's last name "," and first name.
2. Press **Return**.

## Access Student Records for Students Who Transferred to Another SCS School

To check the record of a student who has transferred from your school to another Shelby County School:

1. From the **Start Page**, click in the search box and type the following:  
  
\*as\_of=mm/dd/yyyy;last\_name=last name  
  
(where mm/dd/yyyy is a date that the transferred student was enrolled at your school and last name is the last name of the student)  
  
Example: \*as\_of=01/03/2007;last\_name=smith
2. Press **Return**.
3. A list of all students enrolled in your school on the indicated date, will be displayed.
4. Scroll down the list until you find the name of the transferred student.
5. Click on the name.

