Student Transfer Step by Step

If the application finds a match when registering students, a prompt asking if the Primary Attending Building should be changed – always say YES unless you are trying to dual enroll a student in two buildings with the same district in the same year.

If course history or attendance are selected to transfer, then an annual record/partial record will be created in the corresponding year. The annual/partial record is needed for the prior year course history or attendance to display correctly.

The annual/parital records in prior year will show with no student status and the student's calendar will show as "Withdrawn" – this is as designed. If you need to change the student's grade level on the course history that was manually entered or imported, you can edit the student's profile and change their grade level. Please note that you will have to select a student status in order to save successfully.

Change Log

Date	Section Number/Name	Change Description
2/3/19	Entire document	Update screenshots

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Sending District - Transfer a single student

The student transfer process does not withdraw the student from the sending school. If the student needs withdrawn from the sending school, use the Withdrawal Student page.

If you whack a student after you transferred them, but before the new school enrolls them, the transfer will be deleted at the new school. A whack removes all records of the student, including the transfer records.

1. With a student in context at the building level navigate to *StudentInformation » SIS » Student » Student Transfer*.
2. In the **Make students available in:** dropdown, select the year you would like to transfer the student to.
3. In the **Search For District:** field, begin typing the district name. Select the district from the results. Note: You can transfer the student to your own district when doing a building to building transfer.
4. Select an optional building within the district from the **Building:** dropdown. If left blank, the student you are transferring will be available to enroll into any building in the district.
5. Click **Transfer**.
6. The transfer will be added to the grid and show with a Pending status.

Student Transfer

From this screen, you can transfer the selected student to a building or a district and view the status of the transfers that have taken place.

To Building	To District	JVS	Transfer Date	Status
Madison Middle School	Madison	no	02/03/2019 01:29 PM	Pending
Mansfield Middle School	Mansfield	no		

Make students available in: * 2018-2019

Search For District: *   Search For District to Transfer Student

Building: -- Select a Building (optional) --

Transfer   Cancel

Sending District – Bulk Transfer Multiple Students

The student transfer process does not withdraw the student from the sending school. If the student needs withdrawn from the sending school, use the Withdrawal Student page

If you whack a student after you transferred them, but before the new school enrolls them, the transfer will be deleted at the new school. A whack removes all records of the student, including the transfer records.

1. With the building in context, navigate to ***StudentInformation*** ***» Management » School Administration » Student Transfer » Bulk Student Transfer***.
2. Select an Ad-hoc from the **Ad Hoc Membership:** dropdown or click the **elipse** icon to create one.
3. In the **Make students available in:** dropdown, select the year you would like to transfer the student to.
4. In the **District:** dropdown, select the district within your ITC you would like to transfer the student to. Note: You can transfer the student to your own district when doing a building to building transfer.
5. Select an optional building within the district from the **Building:** dropdown. If left blank, the student you are transferring will be available to enroll into any building in the district.
6. Click **Bulk Transfer**. The following message will display.

   2 students were transferred successfully and now have a pending status.

Each student in the ad-hoc membership will have a record added to their Student Transfer page denoting the transfer.

Student Transfer

From this screen, you can transfer the selected student to a building or a district and view the status of the transfers that have taken place.

To Building	To District	JVS	Transfer Date	Status
Madison Middle School	Madison	no	02/03/2019 01:39 PM	Pending
Mansfield Middle School	Mansfield	no	06/12/2017 12:41 PM	Accepted
Mansfield Malabar Intermediate School	Mansfield	no		

Make students available in:* 2018-2019

Search For District: * [Search For District to Transfer Student]

Building: [-- Select a Building (optional) --]

[Transfer] [Cancel]

Each student transferred in or out of the building will be listed on either the Transfer In History page or Transfer Out History page.

Transfer In History

From this screen, you can view students that have recently transferred to your building from another building or district.

Transfer Date Range: [ ] 📅 to [ ] 📅 [Search] ☐ This School Year Only

	Student	Grade	From District	From School	Transfer Date ▼	User Id	From Year
Detail	RANDOLPH, DALE	11	Madison	MADISON HIGH SCHOOL	02/03/2019 02:47 PM	Recker, Amy	2018-2019
Detail	DEAN, EDDIE	07	Mansfield	Mansfield Middle School	02/01/2019 02:39 PM	Recker, Amy	2018-2019

Transfer Out History

From this screen, you can view students that have been previously transferred from your building to another building or district.

Transfer Date Range: [02/03/2019] × 📅 to [02/03/2019] 📅 [Search]

	Student	Grade	To School	To District	To Year	Job ID	Transfer Date
Detail	ALLISON, GLENN	08	Madison Middle School	Madison	2018-2019	50754	02/03/2019 01:39 PM
Detail	ALLISON, MARILYN	08	Madison Middle School	Madison	2018-2019	50754	02/03/2019 01:39 PM
Detail	DELANEY, MARGIE	08	Madison Middle School	Madison	2018-2019	50753	02/03/2019 01:29 PM

Receiving District – View pending transfers and/or delete unwanted students

Use the filters to narrow down your search, if needed, and click **Search**.

The page is divided into two sections:
>   Students transferring within the district in context.
>   Students transferring from another StudentInformation district within your ITC.

If you whack a student after you transferred them, but before the new school enrolls them, the transfer will be deleted at the new school. A whack removes all records of the student, including the transfer records.

To delete any unwanted transfers, put in check in the box next to their name and click **Delete Selected Transfers**.

Receiving District – Bulk enroll building to building transfers

F.Y.I. If you whack a student after you transferred them, but before the new school enrolls them, the transfer will be deleted at the new school. A whack removes all records of the student, including the transfer records.

1. On the ***StudentInformation» Management » School Administration » Student Transfer » Pending Students*** with a building in context, select the students you wish to enroll and click the **Bulk Enroll Building Transfers** option in the Building Transfers section.
2. The **Bulk Enroll Pending Students** page now displays.
3. Most fields on the page are pulled from the Registration Defaults page, change the values if needed and fill in any other required fields.
4. The students will be listed in the grid below.
5. The **To Grade** column will be populated with a corresponding grade level in the receiving building.
   a. If the student is being transferred from the previous year, the student transfer will look at the receiving schools Grade Level Progressions table to determine what the student's new grade level should be.
   b. If the receiving school does not have a corresponding grade level on the Building Grade Levels table, the **To Grade** dropdown for the student will be blank and you will need to select a grade level from the dropdown before the student can be bulk enrolled.

Student ▲	From District	From Building	From Grade	To Grade	Job ID	Transfer Date
FERGUSON, LESLIE	Madison	Madison South Elementary	03	05 ⌄	50755	02/03/2019 01:51 PM

Building Register Selected Students   **View Pending Students**

6. Click **Building Register Selected Students**.
7. A summary of the values will display. Click **Continue with Registration**.
8. Since the students are already active in the district, they will display as matches. Check any students who should be registered into the building in context.
9. Click **Overwrite Selected Students**.
10. The following message is displayed.
    The students were successfully enrolled.

Receiving District – Bulk Enroll Transfers from another district

F.Y.I. Intra-district transfers and outside your district transfers need to be bulk enrolled separately.

F.Y.I. If you whack a student after you transferred them, but before the new school enrolls them, the transfer will be deleted at the new school. A whack removes all records of the student, including the transfer records.

1. On the ***StudentInformation » Management » School Administration » Student Transfer » Pending Students*** with a building in context, select the students you wish to enroll and click the **Bulk Enroll District Transfers** option in the District Transfers section.
2. The **Bulk Enroll Pending Students** page now displays.
3. Most fields on the page are pulled from the Registration Defaults page, change the values if needed and fill in any other required fields.
4. The students will be listed in the grid below.
5. The **To Grade** column will be populated with a corresponding grade level in the receiving building.
    a. If the student is being transferred from the previous year, the student transfer will look at the receiving schools Grade Level Progressions table to determine what the student's new grade level should be.
    b. If the receiving school does not have a corresponding grade level on the Building Grade Levels table, the **To Grade** dropdown for the student will be blank and you will need to select a grade level from the dropdown before the student can be bulk enrolled.

Status	Student ▲	From District	From Building	From Grade	To Grade	Job ID	Transfer Date
⚠	DELANEY, MARGIE	Mansfield	Mansfield Middle School	08	08 ⌄	50753	02/03/2019 01:29 PM

6. Select which information from the sending school you would like to import for the group of selected students.

Transfer Attendance:	☐
Transfer Assessments:	☐
Transfer Course History:	☐ (Currently not available for ITC to ITC transfer)

7. Any years of attendance at the Sending school will be summarized and brought over in the transfer if Transfer Attendance is selected.
8. If Transfer Assessments is selected, the transfer will bring overall attempts of the following five assessment tests: OGT, SAT, ACT, PLAN, PSAT

9. If Transfer Course History is selected, the transfer will over course history marked as Is High School credit from the sending school according to the Default Marks Mappings previously set up.
10. Click **District Register Selected Students**.
11. A summary of the values will display. Click **Continue with Registration**.
12. The following message is displayed.
    The students were successfully enrolled.

Receiving District – Enroll a Single Student transferred from another building within your district

The student transfer process does not withdraw the student from the sending school. If the student needs withdrawn from the sending school, use the Withdrawal Student page

If you whack a student after you transferred them, but before the new school enrolls them, the transfer will be deleted at the new school. A whack removes all records of the student, including the transfer records.

1. On the ***StudentInformation » Management » School Administration » Student Transfer » Pending Students*** with a building in context, select the student you wish to enroll and click the **Detail** button next to the student in the **Building Transfers** section near the top of the page.
2. The Pending Student Detail page is displayed.
3. Click the **black arrow** icon to register the student.
4. The page refreshes and the **Student Registration Wizard** page is displayed.
5. The **Registration Pre-requisites** tab is populated with values from the transfer. Click **Next**.
6. On the **Possible Matches** tab, the student will show as a Strict Match since he was transferred from another building in the district.
7. Select a matching student and click **Next** to edit that student's profile instead of registering a new student.

8. On the **Complete Registration** tab, a majority of the values are populated off the student's record at the other building in district.
9. Fill in any required fields and click **Next** to move to the EMIS tab or **Finish** to complete registration.
10. An entry will be added to the Student Transfer page to show the student was registered via the Student Transfer process.

Student Transfer

From this screen, you can transfer the selected student to a building or a district and view the status of the transfers that have taken place.

To Building	To District	JVS	Transfer Date	Status
MADISON HIGH SCHOOL	Madison	no	02/03/2019 02:29 PM	Accepted
Madison Middle School	Madison	no		

Make students available in: * 2018-2019 ⌄

Search For District: * ⟨ Search For District to Transfer Student ⟩

Building: -- Select a Building (optional) -- ⌄

[Transfer]   [Cancel]

Receiving District – Enroll a Single Student transferred from another district without importing course history, assessment, or attendance

The student transfer process does not withdraw the student from the sending school. If the student needs withdrawn from the sending school, use the Withdrawal Student page.

If you whack a student after you transferred them, but before the new school enrolls them, the transfer will be deleted at the new school. A whack removes all records of the student, including the transfer records.

1. On the ***StudentInformation » Management » School Administration » Student Transfer » Pending Students*** with a building in context, select the student you wish to enroll and click the **Detail** button next to a student in the **District Transfers** section.
2. The Pending Student Detail page is displayed.
3. Click the **black arrow** icon to register the student.
4. The page refreshes and the **Student Registration Wizard** page is displayed.
5. The **Registration Pre-requisites** tab is populated with values from the transfer.
6. Choose a grade level from the **Grade** dropdown. Click **Next**.
7. On the **Complete Registration** tab, a majority of the values are populated off the student's record at the sending school and the registration defaults at the receiving school.
8. Fill in the required fields.
9. In the **Transfer Options** section select:
   I don't want to transfer course history, attendance records and assessments.
10. Click **Finish**.
11. The following message will display at the top of the screen: **Are you sure you want to complete registration for this student?** Click **OK**.
12. The following message will display:
    The student was successfully saved.

Receiving District – Enroll a Single Student transferred from another district and import course history and/or attendance and/or assessments.

The student transfer process does not withdraw the student from the sending school. If the student needs withdrawn from the sending school use the Withdrawal Student page.

Course History: For students transferred from within your ITC, only courses marked as Is High School credit taken within the last six years will transfer. Currently, course history does not transfer with students sent from Sending Schools outside your ITC.

Attendance: Attendance from the School Absences page for the prior six years will transfer.

Assessment: High School Assessment information (ACT, PSAT, SAT, PLAN, and OGT) will transfer.

If you whack a student after you transferred them, but before the new school enrolls them, the transfer will be deleted at the new school. A whack removes all records of the student, including the transfer records.

1. On the ***StudentInformation » Management » School Administration » Student Transfer » Pending Students*** with a building in context, select the student you wish to enroll and click the **Detail** button next to a student in the **District Transfer** section.

2. The Pending Student Detail page is displayed.

Pending Student Detail

From this screen, you can register or reject a student that has been sent to you from another school.

Student Name: RANDOLPH, DALE
Gender: M
From District: Madison
From Building: MADISON HIGH SCHOOL
From Grade: 11
Transfer Job ID:50757

⚠ Warning: The Marking Patterns of the schools and school years need to be mapped in order to transfer course history.

Click Here to map the marking patterns.

		To Building	To District	JVS	Transfer Date	Status
⊙	🗑	Mansfield Senior High School	Mansfield	no	02/03/2019 02:47 PM	Pending
		Madison Mifflin Elementary	Madison	no	06/12/2009 01:04 PM	Accepted
		Madison South Elementary	Madison	no		

[View Pending Students]

3. If Marking Pattern Mappings have not been saved, a warning will display.
4. Use the blue **Click Here** link to take you to the Marking Pattern Summary page where you can see the Marking Pattern Mappings that have been saved. At the district level, go to ***StudentInformation*** *»* ***Management*** *»* ***School Administration*** *» Marks Administration Menu » Marking Pattern Mapping* to setup default marking pattern mappings.

Marking Pattern Mapping

From this screen, you can display, add, change and delete data pertaining to marking pattern mapping.

┌─ **Search Options** ─────────────────────
Sending District: [-- Search for District (optional) --]
Sending School: [-- Select a Building (optional) --]
Receiving School: [-- Select a Building (optional) --]
School Year: [-- Select a School Year (optional) --]
Show Active Only: ☑   [Search]

[Add Marking Pattern Mapping]

	Sending District ▲	Sending School	Receiving District	Receiving School	School Year	Last Update By	Active
			There are no records to display				

5. Enter search criteria in the **Search Options** section and click **Search**. If any existing marking pattern mappings were previously entered that match the search criteria, they will display. If additional mappings are needed, click **Add Marking Pattern Mapping**.
6. On the **Marking Pattern Mapping Detail** page, map the appropriate marks. Click **Save**.
7. Continue this process until all the years are mapped.
8. At the building level, back on the View Pending Students page, select the student you wish to enroll and click the **Detail** button next to a student in the **District Transfer** section. The Pending Student Detail page is displayed.
9. Click the **black arrow** icon to register the student.

10. The page refreshes and the **Student Registration Wizard** page is displayed.
11. The **Registration Pre-requisites** tab is populated with values from the transfer.
12. Choose a grade level from the **Grade** dropdown. Click **Next**.
13. On the **Complete Registration** tab, a majority of the values are populated off the student's record at the sending school and the registration defaults at the receiving school.
14. Fill in the required fields.
15. In the **Transfer Options** section, select: I want to…
    Transfer Course History, Transer Attendance, Transfer Assessment.
    Click **Next**.

Transfer Options:*	◯ I don't want to transfer course history, attendance records and assessments.
	◉ I want to ...
	☑ Transfer Course History (Currently not available for ITC to ITC transfer)
	☑ Transfer Attendance
	☑ Transfer Assessment

16. On the **Family Group** tab, select the appropriate Search and Matching Criteria. Click **Next**.
17. On the **EMIS** tab, make any needed changes. Click **Next.**
18. On the **Course History** tab, select the school years you wish to transfer marks for. Click **Next**.
19. On the **Attendance** tab, select the school years you wish to transfer attendance for. Click **Next**.
20. On the **Assessment** tab, select the assessments you wish to transfer. Click **Finish**.
21. If you do not transfer all course history or attendance, the only way to retransfer the information is to whack the student and have the sending school resend the transfer.
22. A message displays stating the student was successfully registered and any errors concerning Subject Areas or Area of Study.

Student Number	Student Name	Warning/Error Message
KL2031324	RANDOLPH,DALE	Warning: AreaOfStudy 'EL' in the Course '500 MANUFACTURING OPERATIONS 1' was not found in the receiving school
KL2031324	RANDOLPH,DALE	Warning: AreaOfStudy 'EL' in the Course '505 CONSTRUCTION TECHNOLOGY 1' was not found in the receiving school
KL2031324	RANDOLPH,DALE	Warning: AreaOfStudy 'EL' in the Course '504 MANUFACTURING OPERATIONS 2' was not found in the receiving school
KL2031324	RANDOLPH,DALE	Warning: AreaOfStudy 'EL' in the Course '122 ART 1' was not found in the receiving school
KL2031324	RANDOLPH,DALE	Warning: AreaOfStudy 'EL' in the Course '835 AUTOMOTIVE MAINTENANCE' was not found in the receiving school
KL2031324	RANDOLPH,DALE	Warning: AreaOfStudy 'EL' in the Course '836 BRAKING/SUSPENSION/STEERING' was not found in the receiving school

Appendix A: Fields transferred when a student moves within the district

- **Profile:**
    - General tab: All fields but Program & Home School IRN
    - Additional tab: Special Ed, County of Origin, Citizenship
    - Custom tab:
    - Private tab: All fields
    - FS Standing tab: All fields
    - FS Attendance tab: All fields
    - FD Attributes tab: All fields
    - FN Attributes tab: All fields
    - FN Graduate tab: All fields
    - Transportation tab: Vehicle Description, License Plate, Driver's License Number, State
- **All Course History**
- **All Contacts**
- **All Alerts**
- **All Assessments**
- **Community Service Hours**
- **All Medical Information**
- **Special Education Records**
- **Fees**

Memberships, Schedules, Attendance, and Discipline will not transfer to the new building.

Appendix B: Fields transferred in a district to district transfer within your ITC

- First Name
- Middle Name
- Last Name
- Called Name
- Social Security
- Gender
- Hispanic/Latino
- Local Ethnic Category
- Racial Group(s)
- Summative Race
- Citizenship
- Native Language
- Birthplace City
- Birthdate
- Home Language
- Mother's Maiden Name
- Country of Origin
- Graduation Year (Additional tab)
- Address of Residence
- Mailing Address
- Phone Number
- Email
- State Student ID (SSID)
- Legal First Name
- Legal Middle Name
- Legal Last Name
- Disability Condition
- Course History (optional)
- Attendance (optional)
- Assessments (optional)

Currently, the following items are not included in a district to district transfer:
Contacts, Free & Reduced Lunch Status, Alerts, Memberships, Medical, Discipline, Special Education, Community Service, Misc Data,
Zero fields on FS, FD, FN records except Disability Condition

Note: Since EMIS IDs isn't a unique identified, they are not transferred with the student to another district.

Appendix C: Fields transferred in a district to district transfer from outside your ITC

- First Name
- Middle Name
- Last Name
- Called Name
- Social Security
- Gender
- Hispanic/Latino
- Local Ethnic Category
- Racial Group(s)
- Summative Race
- Citizenship
- Native Language
- Birthplace City
- Birthdate
- Home Language
- Mother's Maiden Name
- Country of Origin
- Graduation Year (Additional tab)
- Address of Residence
- Mailing Address
- Phone Number
- Email
- State Student ID (SSID)
- Legal First Name
- Legal Middle Name
- Legal Last Name
- Disability Condition
- Attendance (optional)

Currently, the following items are not included in a district to district transfer:
Contacts, Assessments, Free & Reduced Lunch Status, Alerts, Memberships,
Medical, Discipline, Special Education, Community Service, Misc Data,
Zero fields on FS, FD, FN records except Disability Condition

Note: Since EMIS IDs isn't a unique identified, they are not transferred with the student to another district.

Appendix D: Setting up cohi mapping defaults at the district level

State Support recommends districts begin configuring Marking Pattern Mappings now. Once the Student Transfer page is linked to the Marking Pattern Mapping pages, districts will be able to begin using the saved mappings immediately.

Marking Pattern Mapping is currently only available for districts within your ITC.

Helpful Hint: The Student Transfer process will only transfer course history that is marked as Is High School credit. Marking Pattern Mapping only needs to set up for buildings with high school credit courses.

Searching for existing mappings:

1. With the district in context, navigate to **_StudentInformation » Management » School Administration » Marks Administration Menu » Marking Pattern Mapping_** .
2. To search for existing mappings, select the desired filters and click **Search**.

Marking Pattern Mapping

From this screen, you can display, add, change and delete data pertaining to marking pattern mapping.

Search Options

Sending District:	049452 - Madison
Sending School:	-- Select a Building (optional) --
Receiving School:	-- Select a Building (optional) --
School Year:	-- Select a School Year (optional) --
Show Active Only:	✔

Search

Add Marking Pattern Mapping

		Sending District	Sending School	Receiving District	Receiving School	School Year ▼	Last Update By	Active
🗑	✏	Madison	MADISON HIGH SCHOOL	Mansfield	Mansfield Senior High School	2018-2019	amy	🟢

Creating new mappings:

1. With the district in context, navigate to ***StudentInformation*** ***» Management*** ***» School Administration*** ***» Marks Administration Menu*** ***» Marking Pattern Mapping*** .
2. Click **Add Marking Pattern Mapping**.
3. In the **Sending District**: begin typing another district within your ITC.
4. Select the desired district.

Marking Pattern Mapping Detail
From this screen, you can display, add, change and delete data pertaining to marking pattern mapping detail.

Sending District:*	049452 - Madison
Sending School:	
Receiving School:*	
Marks Available to Transfer From School Year:*	
Active:	✔

[Save] [Save and New] [Cancel]

5. In the **Sending School**: select the appropriate building that awards courses for high school credit.
6. In the **Receiving School**: select the building in your district that awards high school credit, a high school for example. If your district has multiple high schools, the mapping will need done for each building.
7. Select the appropriate year from the **Marks Available to Transfer From School Year**.
8. The page will refresh and the course history mapping and marks mapping will display.
9. Choose the marking pattern rules/marks from the sending school that you would like to map into your building.
10. Next, verify the marks/grades mapping.
11. Click **Save**.

Marking Pattern Mapping Detail
From this screen, you can display, add, change and delete data pertaining to marking pattern mapping detail.

Sending District:*	049445 - Lucas
Sending School:	LUHS - Lucas High School
Receiving School:*	LXHS - Lexington High School
Marks Available to Transfer From School Year:*	2018-2019
Active:	✔

Sending Marking Pattern	Sending Marking Pattern Rule	Receiving Marking Pattern	Receiving Reporting Term	Receiving Mark Type	Receiving Significance Level
FULL	QTR2	-- Not Loaded -- *	-- Not Loaded -- *	-- Not Loaded --	-- Not Loaded --
FULL	FIN	-- Not Loaded -- *	-- Not Loaded -- *	-- Not Loaded --	-- Not Loaded --
FULL	AVG2	-- Not Loaded -- *	-- Not Loaded -- *	-- Not Loaded --	-- Not Loaded --
FULL	AVG1	-- Not Loaded -- *	-- Not Loaded -- *	-- Not Loaded --	-- Not Loaded --
FULL	QTR3	-- Not Loaded -- *	-- Not Loaded -- *	-- Not Loaded --	-- Not Loaded --
FULL	QTR1	-- Not Loaded -- *	-- Not Loaded -- *	-- Not Loaded --	-- Not Loaded --
FULL	QTR4	-- Not Loaded -- *	-- Not Loaded -- *	-- Not Loaded --	-- Not Loaded --
Qtr1	Qtr1	-- Not Loaded -- *	-- Not Loaded -- *	-- Not Loaded --	-- Not Loaded --
Qtr2	Qtr2	-- Not Loaded -- *	-- Not Loaded -- *	-- Not Loaded --	-- Not Loaded --
Qtr3	Qtr3	-- Not Loaded -- *	-- Not Loaded -- *	-- Not Loaded --	-- Not Loaded --
Qtr4	Qtr4	-- Not Loaded -- *	-- Not Loaded -- *	-- Not Loaded --	-- Not Loaded --
SEM1	AVG1	-- Not Loaded -- *	-- Not Loaded -- *	-- Not Loaded --	-- Not Loaded --
SEM1	Fin	-- Not Loaded -- *	-- Not Loaded -- *	-- Not Loaded --	-- Not Loaded --
SEM1	QTR2	-- Not Loaded -- *	-- Not Loaded -- *	-- Not Loaded --	-- Not Loaded --
SEM1	QTR1	-- Not Loaded -- *	-- Not Loaded -- *	-- Not Loaded --	-- Not Loaded --
SEM2	QTR4	-- Not Loaded -- *	-- Not Loaded -- *	-- Not Loaded --	-- Not Loaded --
SEM2	SEM2	-- Not Loaded -- *	-- Not Loaded -- *	-- Not Loaded --	-- Not Loaded --
SEM2	QTR3	-- Not Loaded -- *	-- Not Loaded -- *	-- Not Loaded --	-- Not Loaded --
SEM2	Fin	-- Not Loaded -- *	-- Not Loaded -- *	-- Not Loaded --	-- Not Loaded --

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○ Use Alpha Marks
○ Use Numeric Marks (Both Sending and Receiving School must be Numeric Marks)

Sending School Alpha Marks	Sending School Numeric Marks	Receiving School Alpha Marks	Receiving School Numeric Marks
A+	98.50 - 100.00	A+ ⌄	97.00 - 100.00
A	92.50 - 98.49	A ⌄	95.00 - 98.99
A-	89.50 - 92.49	A- ⌄	93.00 - 94.99
B+	86.50 - 89.49	B+ ⌄	91.00 - 92.99
B	82.50 - 86.49	B ⌄	85.00 - 90.99
B-	79.50 - 82.49	B- ⌄	83.00 - 84.99
C+	76.50 - 79.49	C+ ⌄	81.00 - 82.99
C	72.50 - 76.49	C ⌄	73.00 - 80.99
C-	69.50 - 72.49	C- ⌄	71.00 - 72.99
D+	66.50 - 69.49	D+ ⌄	69.00 - 70.99
D	62.50 - 66.49	D ⌄	63.00 - 68.99
D-	59.50 - 62.49	D- ⌄	61.00 - 62.99
F	0.00 - 59.49	F ⌄	0.00 - 60.99
I		I ⌄	
O		-- Not Loaded -- ⌄	
P		P ⌄	
S+		S+ ⌄	
S		S ⌄	
S-		S ⌄	
U		U ⌄	
WD		WD ⌄	
WF		WF ⌄	
WP		WP ⌄	

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[Save] [Save and New] [Cancel]

Appendix E: Webservices

F.Y.I.

A green dot designates the ITC is connected to the webservice and can send and receive student transfers.

F.Y.I.

A red dot denotes the ITC's webservice is down and cannot perform or accept any student transfers. Please try again later.

WebService Administration

From this screen, you can manage school WebService Administration settings.

Site Name	Status	Refresh All
UAT1	🟢	⟳
UAT2	🟢	⟳

Appendix F: Transfer Out History

Lists each student transferred out the building in context. Click on the **Detail** link next to the student's name to view more details about the student.

Transfer Out History

From this screen, you can view students that have been previously transferred from your building to another building or district.

Transfer Date Range: [   ] 📅 to [   ] 📅 [Search]

	Student	Grade	To School	To District	To Year	Job ID	Transfer Date
Detail	RANDOLPH, DALE	11	Mansfield Senior High School	Mansfield	2018-2019	50761	02/03/2019 04:06 PM
Detail	ELLIS, MILDRED	11		Mansfield	2018-2019	50760	02/03/2019 04:03 PM

Student Transfer

From this screen, you can transfer the selected student to a building or a district and view the status of the transfers that have taken place.

To Building	To District	JVS	Transfer Date	Status
Mansfield Senior High School	Mansfield	no	02/03/2019 04:06 PM	Accepted
Madison Mifflin Elementary	Madison	no	06/12/2009 01:04 PM	Accepted
Madison South Elementary	Madison	no		

Make students available in: * [2018-2019 ▾]

Search For District: * [   ]

Building: [-- Select a Building (optional) -- ▾]

[Transfer] [Cancel]

Appendix G: Transfer In History

A list of students transferred into the building in context. Click on the **Detail** link next to the student to view what attendance, course history, and assessments were imported by the user.

Transfer In History

From this screen, you can view students that have recently transferred to your building from another building or district.

Transfer Date Range: [ ] to [ ] | Search | ☐ This School Year Only

	Student	Grade	From District	From School	Transfer Date ▼	User Id	From Year
Detail	RANDOLPH, DALE	11	Madison	MADISON HIGH SCHOOL	02/03/2019 02:47 PM	Recker, Amy	2018-2019
Detail	DEAN, EDDIE	07	Mansfield	Mansfield Middle School	02/01/2019 02:39 PM	Recker, Amy	2018-2019

Transfer In History Detail

From this screen, you can view the detail of the data that was transferred in with this student.

Accepted Attendance:

Year	Attendance
There are no records to display	

Accepted Course History:

Year	Sending Marking Pattern	Pattern Rule
There are no records to display		

Accepted Assessments:

Test Type	Date Taken	Sending School IRN
ACT	04/08/2017 12:00 AM	020255
ACT	12/09/2017 12:00 AM	020255
ACT	02/27/2018 12:00 AM	020255
PSAT/NMSQT	10/19/2016 12:00 AM	020255