

Complete Student Transfer

To access this screen go to MODULES>STUDENT>RELEASE/TRANSFER STUDENT.

Once the student has been released to the new school, the Student Administrator at the new school can view the student's record. Check the status box on the VIEW STUDENT screen, if it is checked then you know that the student is a Special Ed student or has been expelled or suspended from the current school.

To complete the transfer, go to RELEASE STUDENT screen, **press F4 to cancel the query**. Click OK. Click on circle by COMPLETE TRANSFER. This will change the tab to COMPLETE STUDENT TRANSFER. Perform a query for the student. Click on COMPLETE TRANSFER tab. The student's current school and the new school are shown.

You must enter the Date Student First Attended. **THE DATE IS VERY IMPORTANT**. You cannot report the student prior to the month that you enter here.

You should use the date that you began taking attendance on this student. There are four rules associated with the Transfer Date.

The Transfer Date:

1. CANNOT be a future date.
2. CANNOT be earlier than the latest ownership record (for example if a student was released to your school on 09/01 and you completed Transfer - so that you now own student - then the student transferred to yet another school, the new transfer date would have to be 09/01 or greater).
3. CANNOT be for a previously transmitted month within MSIS (for example you can't release a student in

December and put a September date because the Monthly Transactions have already been processed).

4. The school completing the Transfer CANNOT have had a successful Monthly Transaction file. If the releasing school has sent a withdrawal on the student for that reporting period then the completing school will be able to complete the transfer.

Click on the green diskette to save. A message will appear asking if you are sure you want to transfer the student. Click YES. You now own the student.

You should enter the student in your school package with the entrance date that you entered on the COMPLETE TRANSFER screen.