

Year-End Student School Transfer Screen

To access this screen go to MODULES>STUDENT>YEAR-END STUDENT SCHOOL TRANSFERS.

Mississippi Student Information System
Year End Student Transfer Screen

All Students
 Select
 Remove

District: 4820 Name: ABERDEEN SCHOOL DIST
School: 026 Name: SHIVERS MIDDLE SCHOOL
Grade: 08 Description: EIGHTH GRADE

Transfer To: [Blue Highlighted Field] Students Transferred: [Dropdown: Yes, No, All]

MSIS ID	SSN	Last Name	First Name	New School	New District
<input checked="" type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

If you cannot change the Students Transferred option, Enter Query and then Cancel Query. You should now be able to change the Students Transferred option.

Student School Transfers will allow authorized users to transfer an entire or partial grade level of students from one school to another school within their district.

Users will only have access to this screen in May and June of each year after their district has completed Month 09.

This process is only used at the end of the school year when the students need to be promoted to a grade level that is not taught at their current school. Ownership records for the student for the new school year will be built placing the student at the new school in July. Any student that is not transferred through this screen will have an ownership record built for the current school for the new school year (the student will remain in their current district). After the ownership records are built for all students for the new school year (this will normally be done around July 1) the Release/Transfer screen will have to be used to move a student to another school. The Release/Transfer screen must be used to move all students to another school district.

Only Regular schools are listed for selection. Regular schools do not include the district office, alternative or vocational schools.

Select the school that you wish to transfer students from. You will be prompted to the Grades Tab, double click on the grade to be transferred. You will be prompted to the Student Roster tab.

Note - Upon initial entry into the Student Roster tab, a query for students in the selected District, School and Grade that have not been transferred, has already been performed. Students Transferred field is automatically set to No.

To Select a "Transfer To" School

1. **Double-click** in the **Transfer To field**.
2. Scroll to select **School** or enter part of the **School Number** in the **Find** box (must use % for wildcard characters) and click **Find**.
3. Select a **School**. Click **OK**.
4. **Selected Students** are **Transferred** to the New School and disappear from the list. To see the transferred students select Yes in the Students Transferred field.

Students that were not selected have remained on the screen.

What If I Transferred the Students to the Wrong School?

Note: The Ownership Table is not built immediately after you save your transfers. This allows you to correct the release of any students to the wrong school. After July 1, schools will have to complete a Release Transfer for any students that were transferred to the wrong school.

1. **Click** on the **down arrow** in the **Students Transferred field** and select Yes. This will list all students from the selected District, School and Grade that have been transferred. Query for students that were transferred to the specific school in question.
2. All **students** listed are **selected**. De-select students as needed.
3. Select a **School** to transfer the selected students to then save.