Student School Transfer During School Year (within SD73)

Notes:
1. This procedure is for students who are transferring between schools within a school year, not over End of Year Rollover, where the school that is receiving the student would like to schedule that student prior to arrival.
2. This procedure is for students moving from:
   a. Middle to high school & vice versa (and between high schools)
   b. Elementary to middle/high school
3. This procedure is NOT for students moving from:
   a. Middle/high school to elementary. In this case, contact the help desk
   b. Elementary school to elementary school
4. If the receiving school is @Kool or CE then the transferring school cannot hold on to student because @KOOL/CE 1701 submission will be negatively impacted

Task	School A Tasks The school the student is currently attending	School B Tasks The school the student will be attending some date in the future (during this school year)
1		Family arrives at school B to notify that their student will be attending at some date in the future. This data is recorded on a school registration form and placed in the student's file
2		Contacts School A and asks Next School value be changed to their school (note: this allows scheduling of courses during this school year)
3	If the school has begun scheduling for the next school year; print off the students course requests and drop the course requests Change the Next School value to school B	
4		Using the next year student's filter, schedule the student into the courses for the correct term in the current year.
5	**Continue to take attendance until the student leaves. Notify teaching staff of this date.**	**Contact teaching staff to notify them that the student will appear on their class lists AND the student will not be attending until xx/xx/xxxx. Teaching staff should <u>not take attendance</u> until this date.**
	Student is about to leave Note: These steps may not be in exactly this order, depending on when the report card needs to be printed at school A.	
6	Complete student movement checklist	

7		Notify school based student services personnel, if the student has an open 1701 designation
8	If the date is near the end of term, teachers enter term/final marks and the school prints the Report Card	
9	Print the PSR	
10	Drop all school A courses from the student's schedule and attendance is no longer taken.	Take attendance (teachers) on the first day the student begins attending the school.
11	"Tick" the transfer pending box and Complete Transfer School Name (note: this should be only be done when you are ready to transfer)	
12	Notify School B that the student is ready for transfer	School completes registration (transfer process)
13		Confirm Former School Association for school A

Notes (about reporting/report cards):

1. If a school releases a student from school A to school B and realizes that teacher mark entry hasn't been done for the student, the teacher can still view the student by selecting the correct term & the student status of Withdrawn:

2. If school A wants to print a report card for the student that has left, then school A can access the student through the *Filter:* Former Students and print the report card from the **Transcript** Side Tab.