

Student Transfer Cheat Sheet

Utilize the tables below to determine the steps to follow when transferring a student out of school and/or a Local Education Agency (LEA).

Processes and associated documentation (located under http://www.nc-sis.org/admit_withdraw.html) for the following scenarios are listed in the order they should be completed along with the school that must complete the process:

- Transfer - Same LEA, Different School
- Transfer - Different LEA, Different School
- Transfer - Out of State, Home or Private School, Unknown

Transfer - Same LEA, Different School

Use this table if the student is leaving one school in an LEA and enrolling into another school in the same LEA.

| | School | Process to Complete | Quick Reference Document (QRD) |
|----|------------------|---------------------|--|
| 1. | Sending school | Transfer Out | Transfer Out (QRD) |
| 2. | | Transfer To | Transfer Out (QRD) |
| 3. | Receiving school | Re-enroll Student | Re-enrolling A Student (QRD) |

Transfer - Different LEA, Different School

Use this table if the student is leaving a school in one LEA and enrolling into a school in another LEA.

| | School | Process to Complete | Quick Reference Document (QRD) |
|----|------------------|---|---|
| 1. | Sending school | Transfer Out <i>Note:</i> Before completing the Transfer Out process, the following field values must be removed: <ul style="list-style-type: none"> • Next School • Next Grade • Graduation Year These fields are located on the Scheduling Setup page for the student. | Transfer Out (QRD) |
| 2. | Receiving school | Enroll New Student | Enrolling New Student (QRD) |
| 3. | | Transfer Student Record | Transfer Student Record Process (QRD) |

Transfer - Out of State, Home or Private School, Unknown

Use this table if the student is leaving school to enroll in an out-of-state public school, attend a home or private school, or it is unknown where the student will enroll.

| | School | Process to Complete | Quick Reference Document (QRD) |
|----|----------------|---|---------------------------------------|
| 1. | Sending school | <p>Transfer Out</p> <p><i>Note:</i> Before completing the Transfer Out process, the following field values must be removed:</p> <ul style="list-style-type: none">• Next School• Next Grade• Graduation Year <p>These fields are located on the Scheduling Setup page for the student.</p> | Transfer Out (QRD) |

This document is the property of the NCDPI and may not be copied in whole or in part without the express written permission of the NCDPI.