

Transferring Out of School (Withdraw)

Use this document to transfer/withdraw students during the current year. It is important to thoroughly investigate the admission and withdraw records to ensure this is the correct process to perform. Records that have been transferred out are no longer active in your school. This document contains the following sections:

- [Student is transferring within the same LEA](#)
- [Student is not transferring within the same LEA](#)
 - [Transfer Out of School](#)
 - [Transfer to Another School](#)

Tips for Transferring/Withdrawing Students

- Students should be transferred out (withdrawn) on the first day of non-attendance.
- Students who are long-termed suspended¹ should be transferred out (withdrawn) on the first day of non-attendance after the student has completed suspension².

Student is Transferring Within the Same LEA

Refer to [Re-enrolling a Student \(QRD\)](#) (located under http://www.nc-sis.org/admit_withdraw.html) and [School Attendance and Student Accounting Manual](#) (located under <http://www.ncpublicschools.org/docs/fbs/accounting/manuals/sasa.pdf>) for state board policy on long-term suspensions.

Student is Not Transferring Within the Same LEA

If the student is not transferring to another school within the same LEA, complete the following steps *prior* to transferring the student out of school, to ensure the process detailed in the [Transfer Student Record Process \(QRD\)](#) (located under http://www.nc-sis.org/admit_withdraw.html) works properly.

Navigation: Start Page > Select Student > **Scheduling Setup**

1. At the **Scheduling Setup** screen, set the following fields as listed below:
 - a. **Next Year Grade** = 0
 - b. **Priority** = 0
 - c. **Schedule This Student** = unchecked
 - d. **Year of Graduation** = 0
 - e. **Next School Indicator** = blank

The screenshot shows the PowerSchool Scheduling Setup screen. The left sidebar has a red box around 'Scheduling Setup'. The main content area has a red box around the 'Required Settings' section. The 'Required Settings' section includes: 'Next Year Grade' (0), 'Priority' (0), 'Schedule This Student' (unchecked), 'Year of Graduation' (2028), 'Summer School Indicator' (None), and 'Note for Summer School Admin' (80 characters left). The 'Next School Indicator' is blank. The 'Optional Settings' section includes: 'Next Year Campus/Building' (blank), 'Next Year House' (blank), and 'Next Year Team' (blank). A red box highlights the 'Submit' button at the bottom right.

2. Click **submit**. The **Changes Recorded** screen indicates that the student's record was updated with the changes.

The screenshot shows the PowerSchool Changes Recorded screen. The top bar says 'Start Page > Changes Recorded'. The main content area has a green message box with a checkmark and the text 'The changes have been recorded.' A 'Back' button is located at the bottom right.

Proceed to the [Transfer Out of School](#) process detailed on page 3.

Transfer Out of School

Navigation: Start Page > Select Student > **Functions** > Transfer Out of School

Note: If Course requests for the NEXT school year have been entered/scheduled, the courses must be dropped prior to transferring out. Refer to **Dropping Courses from Student Schedules (QRD)** located under <http://www.nc-sis.org/scheduling.html>.

The screenshot shows the PowerSchool interface. On the left, the 'Enrollment' sidebar has 'Functions' highlighted. The main window title is 'PowerSchool' with 'Welcome, School: High Term: 16-17 Year'. The breadcrumb trail is 'Start Page > Student Selection > Functions'. The 'Functions' list includes 'Print NIC Reports', 'Print Reports For This Student', 'Transfer Out Of School' (highlighted), 'Re-Enroll In School', 'Transfer To Another School', 'Enroll In A Class', 'Enroll In A Class', 'Create New School', 'On-Screen Transfer', 'Recalculate List', and 'Enroll New Student'. The 'Transfer Student Out' form is displayed with the following fields: 'Who will be transferred out' (a dropdown menu), 'Transfer comment' (a text area), 'Date of transfer (should be the day after the student's last day in class)' (set to 12/20/2016), and 'Exit code' (a dropdown menu). A checkbox is labeled 'Check here if student(s) intend to enroll in school during next school year.' Below this, a warning message states: '* If the box is NOT checked, be advised that all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests. There are 6 attendance record(s) for the current student. Listed below are the number of records per date: (1) 2/13/2017, (5) 2/24/2017. Check to delete all future attendance records this student has listed above.' A 'Submit' button is at the bottom right.

1. On the **Transfer Student Out** screen, complete the following fields:
 - a. **who will be transferred out** = Verify the correct student is selected
 - b. **Transfer comment** = optional information if school wishes to keep track of any transfer information
 - c. **Date of transfer** = should be the day AFTER the student's last date of attendance in classes
 - d. **Exit Code** = use proper exit codes for NC
 - i. **w1 (w1 Transfer withdraw)** = used during school year and summer
 - ii. **w2 (w2 Early Leaver withdraw)** = used during school year and summer for Drop Out Students
 - iii. **w3 (w3 Death)** = used for student deaths during school year and summer
 - iv. **w4 (w4 Early Completer/Mid-year grad)** = used for students graduating early before the end of the school year
 - v. **w6 (w6 High school graduate)** = used at year end for graduating students

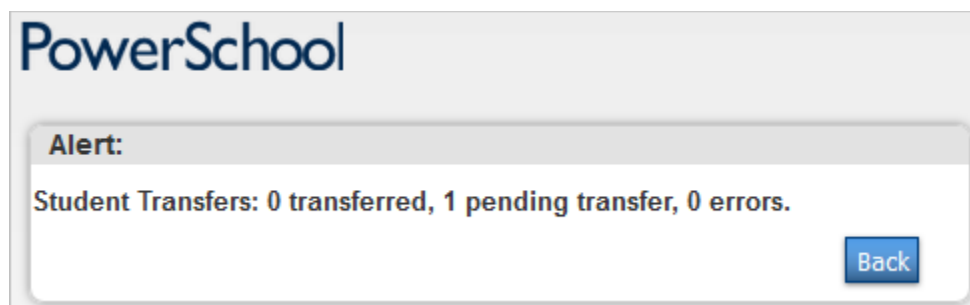
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2. If the **504** field is displayed, it indicates that the student was setup in the Section 504 program. Uncheck to disassociate this student from the Section 504 program. Refer to the **Recording Section 504** in PowerSchool (QRD) (located under http://www.nc-sis.org/student_information.html) for information on associating Students to the Section 504 program.
3. **Check here if student(s) intend to enroll in school next year** = Optional

Note: If the box is NOT checked, all scheduling related data for next year will be cleared. The values cleared will be next school, schedule this student indicator, and all future course requests.

4. If future attendance for this student exist, the user will also need to "Check to delete all future attendance records for this student" in order to not have future attendance for a withdrawn student.
5. Click **submit**

The following screen should appear to show there were no errors with the transfer. You should have one pending transfer until the student is transferred to another school.



This completes the process to transfer the Student out of the LEA.

To transfer the Student to another school within the same LEA, proceed to the [Transfer to Another School](#) section on page 5.

Transfer to Another School

For students transferring to another school within the same LEA, the following process must be completed by the sending school prior to the receiving school gaining access to the student record.

Navigation: Select Student > Functions > Transfer to Another School

1. On the **Transfer to Another School** screen, select the appropriate school the student is transferring to in the **To which school?** drop-down menu.

The screenshot shows the PowerSchool interface. On the left, the 'Enrollment' menu is open, and 'Functions' is highlighted. A red arrow points from 'Functions' to the 'Transfer to Another School' option in the 'Functions' list. Below this, a modal window titled 'Transfer to Another School' is displayed. It contains a dropdown menu for 'To which school?' with 'High' selected. A note below the dropdown states: 'Note: The student must have already been transferred out of this school (be inactive) to use this function.' A red box highlights the 'Submit' button at the bottom right of the modal.

2. Click **submit**.

The student has now been transferred out of school and transferred to the next school in the LEA. The receiving school can proceed with the **Re-enrolling A Student (QRD)** located under http://www.nc-sis.org/admit_withdraw.html.

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