

## Transfer Student Record Process

When students transfer from one Local Education Agency (LEA) to another, use the following steps to move the students' historical data to the new school. Before performing this process, the student must first be transferred out of the previous school/LEA, and then enrolled in the new school/LEA using the **Enroll New Student** screen.

**Note:** This process is performed by the NEW/receiving school, NOT the sending school. Refer to **Student Transfer Cheat Sheet (QRD)**, located under [http://www.nc-sis.org/admit\\_withdraw.html](http://www.nc-sis.org/admit_withdraw.html) to determine the appropriate transfer process based on the student's scenario.

## Security Settings

**Important:** Security settings must be configured in order for a person to have access to this process. Please make sure that security page permissions are set properly for only those you wish to have access to this process (e.g. Data Managers, Registrars).

## Transfer Student Record Process

**Navigation:** Start Page > Select Student > Enrollment > Transfer Student Record

**Important:** The **Enrolling New Student (QRD)** process (located under [http://www.nc-sis.org/admit\\_withdraw.html](http://www.nc-sis.org/admit_withdraw.html)) must be completed by the receiving school before proceeding to the **Transfer Student Record** process.

The screenshot shows the PowerSchool web interface. On the left is a navigation menu with 'Enrollment' selected, and 'Transfer Student Record' highlighted with a red box. The main header area displays 'PowerSchool', 'Welcome,' with links for 'Help' and 'Sign Out', and 'School: High Term: 15-16 Year'. Below the header, a breadcrumb trail reads 'Start > Student Selection > Transfer Student Record'. The main content area is titled 'Transfer Student Record' and shows a student selection summary: 'F 11 HS'. Below this, a box titled 'Proceed with Student Record Transfer' contains the instruction 'Click the Continue button below to proceed with Student Record Transfer'. A 'Continue' button is located at the bottom right of this box and is highlighted with a red box.

1. Verify correct student is selected and click **Continue**.

## Transfer Student Record Process

- The following screen will be displayed once the **Transfer Student Process** is complete.

Transfer Succeeded

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Student Generic Fields

Description	Current Value	Value not Imported
student.demographics.addresses	NC	1400

Grade Record Count

Total grades imported 0

Test Record Count

Total tests imported 0

Immunizations

Doses Imported 0

Doses Not Imported 0

Custom Tables

Table	Rows Imported
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If the import is successful, the “**Transfer Succeeded**” message will appear and list the number of records imported, along with any individual fields that did not import.

If the import was not successful, an error message appears.

Data Cleanup 19956 -

Student Record Transfer Results

Transfer Failed, please contact your System Administrator

No Previous District Record found for Student

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Contact the previous school to verify the student has been transferred out of school and the fields on the **Scheduling Setup** page have been properly set (refer to **Transfer Out of School**, located under [http://www.nc-sis.org/admit\\_withdraw.html](http://www.nc-sis.org/admit_withdraw.html) for more information on the fields to be updated by the sending school).

**Note:** In some cases, district customizations in PowerSchool resulting in duplicate fields can prohibit successful data transfers. In such cases, if the student has been verified as transferred and the transfer process is still unsuccessful, please confirm whether the sending school has customizations in their PowerSchool instance or contact [Home Base Support Center](#) for assistance.

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