Student Record Transfer

This document is designed to assist PowerSchool users with Student Transfers. It provides step by step instructions for successfully transferring student records. The Transfer Student Record process is only used for students transferring from one LEA to another LEA. It is not used for students transferring school to school within an LEA, or for new students transferring from out of state.

To be completed by the sending school/LEA:

1. Select a student from district A. Transfer them out as of the day after the last day of attendance in the sending school/LEA.

To be completed by the receiving school/LEA:

2. Enroll the student in district B. Use the re-enroll function for students previously enrolled in the LEA.

3. At the completion of the enrollment of the student, click Transfer Student Record link from the left side navigation panel.

4. When screen loads, click the continue button.

5. You will be presented with the following alert bar.

Student Record Transfer Results

✔ Transfer has been requested. You will be notified when the data has been received.

6. Continue with your work. When the transfer is completed, an alert will be displayed in the upper left of your screen by the exclamation mark. **Note: Users may need to navigate from the screen or refresh the screen before the notification warning appears.**

Welcome, **CAS1 CAS1** | Help | Sign Out

School: Hillside High   **Term:** 16-17 Year
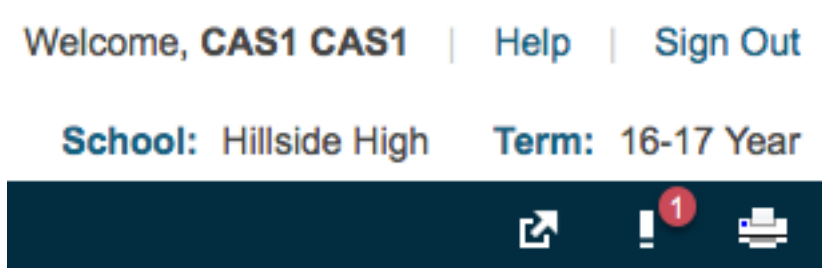
7. When you click on the exclamation mark, the following alert is received.

Student Transfer

was successfully transferred

8. Click the link above to go to the transfer results page.

Repeat the above process for each student transferring into the LEA from another LEA.