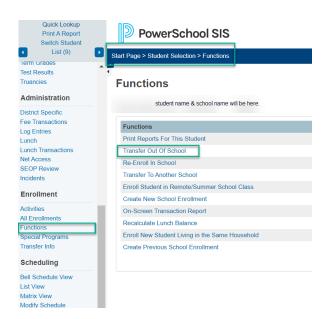
Release a Student due to Transfer, etc.

<u>Best Practice</u>: Record attendance as AEx for a week, then transfer them out, over-riding those absences when you transfer them out.

Students will often indicate that they are moving, but do not actually go for a few more days or weeks if at all. If released prior to actual departure date, this could potentially have a negative impact on funding in Sept. & will create more work for you.

1. Home Screen

- a. Find the student & click on his/her name
- b. Now that the student is selected, you're probably seeing his/her bell schedule
- 2. Scroll down the left menu, select "Functions", then "Transfer Out of School"



3. Confirm student selected is correct, effective date (day after last attending date), select reason for departure from school

