

Release a Student due to Transfer, etc.

Best Practice: 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"

The screenshot displays the PowerSchool SIS web interface. On the left is a navigation menu with categories: Administration, Enrollment, and Scheduling. The 'Functions' option under the Enrollment category is highlighted with a green box. The main content area shows the 'Functions' page for a selected student, with a breadcrumb trail 'Start Page > Student Selection > Functions' at the top. A list of functions is displayed, with 'Transfer Out Of School' highlighted by a green box. Other functions include 'Print Reports For This Student', 'Re-Enroll In School', 'Transfer To Another School', 'Enroll Student in Remote/Summer School Class', 'Create New School Enrollment', 'On-Screen Transaction Report', 'Recalculate Lunch Balance', 'Enroll New Student Living in the Same Household', and 'Create Previous School Enrollment'.

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

PowerSchool SIS

Welcome, [User] | Help | Sign Out

School: [School] Term: 19-20 Year

Start Page > Student Selection > Functions > Transfer Student Out

Transfer Student Out

student name, Grade, Student #

Who will be transferred out: Student Name

Transfer comment: [Text Area]

Date of transfer (should be the day after the student's last day in class): MM/DD/YYYY [Calendar Icon]

Exit code: 30000 (Unknown) [Dropdown]

Check here if student(s) intend to enroll in school during next school year.*

* 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.

[Submit]

Transfer Student Out

Who will be transferred out: [Dropdown]

Transfer comment: [Text Area]

Date of transfer (should be the day after the student's last day in class): [Dropdown]

Exit code: 30000 (Unknown) [Dropdown]

Check here if student(s) intend to enroll in school during next school year.*

* 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.

[Submit]

Choose the most accurate reason:

- 30020 (Attendance Out)
- 60000 (Child Care)
- 30010 (Deceased)
- 30030 (Disciplined Out)
- 40000 (Dissatisfied with School)
- 30050 (Dropped Out)
- 50000 (Graduated)
- 30040 (Health Reasons)
- 61000 (Other)
- 62000 (Other Education)
- 30060 (Seeking Employment)
- 70000 (Sports)
- 2F000 (Transferred Out (Other Country))
- 2E000 (Transferred Out (Other Province))
- 21000 (Transferred Out (Within Terr.))
- 30000 (Unknown)
- 30000 (Unknown)