

Quick Reference Guide

Transfer Part 1 - How to Transfer a Student

The screenshot shows the 'Student - View' page in a web browser. The address bar shows the URL: <https://www.eschooldata.com/Students/StudentView.asp?action=4000&FamilyId={ODF13016-7565-4D29-9 - Microsoft Internet Explorer>. The page title is 'Student - View'. A navigation bar contains buttons for 'Form', 'Status', 'Enrollment Record', 'Health', 'Contact', 'Edit', 'Edit', 'Portfolio', 'Transfer', and 'Change Family'. A 'Close' button is in the top right corner. Below the navigation bar, there are two browser windows. The top window is titled 'Student Transfer' and has a callout pointing to the 'Transfer' button. The bottom window is titled 'eSchoolData - Microsoft Internet Explorer' and has a callout pointing to the 'Type of School Student is transferring to' section. The form fields are as follows:

- * School Type:** Radio buttons for District Schools, Private Schools, NYS Schools, Out of NYS (selected), Unknown, and Home Schooled.
- * Choose School:** A drop-down menu showing 'Out of NYS (District unknown)'. A callout points to this menu with the text 'School Drop-Down will come up when necessary'.
- * Last Day:** A date field with '6/30/2004' and a calendar icon.
- * Est. Start Date:** A date field with '7/1/2004' and a calendar icon.
- * Transfer Reason:** A text field with 'Transferred to a School Outside NYS With Documentation'. A callout points to this field with the text 'Select the reason for Transfer'.
- * Post Grad. Plan:** A drop-down menu with 'Select...'.

Other callouts include 'Student - View Page' pointing to the browser title bar, 'Student Transfer Page' pointing to the top window title, and 'Transfer Button' pointing to the 'Transfer' button in the navigation bar. A 'Save' button is located below the form fields.

To access a Transfer button...

**Registration > Student(s) >
Select student and click > Transfer**

Step 1:

How to Transfer a Student

1. Go to **Registration > Students**
2. Select a Student you'd like to transfer and Click
3. Once the Student Record is open, click on **Transfer**
4. Select and fill in all information.
5. Click **SAVE ONCE**.

Note:

Fields marked with red astrisk "" are required.
This information is needed to complete the Transfer.
Dates can be back-dated.*

Step 2:

How to accept an Incoming Student

1. Go to **Registration > Incoming Students**
2. Choose the building the student is transferring to.
3. Click on the student and then **ACCEPT**.

NOTE:

You **ONLY** need to **ACCEPT** a student when a student is transferring within the school district.

Tip:

Last Day and Est. Start Date:

Last Day and Est. Start Date can be back-dated. However, when the future date is used for those fields, a transferred student will not be in new school until the specified Est. Start Date.

Transfer Reason:

Transfer Reason needs to be selected during the Transfer process in order to be recorded in the Enrollment Record. If a reason cannot be found, select "Duplicate Entry" or "Data Entry Error," and make sure to record the reason elsewhere.

Quick Reference Guide

Transfer Part 2 - Transferred Student Report

Transferred Students ?

School Drop-Down Menu

Excel® Export button

School: CCSI High School

From: 5/5/2000 To: 5/5/2005

Search: Criteria: Select

Reason: All **Go**

Name	Id Number	Gender	Grade	Transferred	Transferred School	Estd. Enter	Enter Date
AGEE, Conor	4387	Male	9	4/29/2005	Nassau Learning Center	5/2/2005	---
CARMONA, Michael	4228	Male	9	1/19/2005	Out Of District	1/20/2005	---
ARREDONDO, Michael	4109	Male	10	1/3/2005	Out Of District	1/4/2005	---
✓ MCRAE, SALLIE	2124	Female	11	12/1/2004	BOCES	12/2/2004	1/3/2005
✓ CANTU, Zachary	4876	Male	12	11/15/2004	Nassau Learning Center	11/23/2004	12/1/2004
✓ LI ROSAURA	4869	Female	11	11/12/2004	Nassau Learning Center	11/15/2004	11/16/2004
✓ MA	1175	Male	12	10/13/2004	TBD	10/14/2004	10/15/2004
✓ LEAR	3912	Female	10	9/24/2004	BOCES	9/27/2004	12/1/2004
✓ MIZE	4485	Male	12	9/1/2004	Nassau Learning Center	9/2/2004	12/6/2004
MULL	1883	Female	G04	8/30/2004	Out Of District	9/1/2004	---

Indicates Accepted Student

eSchoolData - Microsoft Internet Explorer

View Transferred Student ?

Previous Portfolio

Re Enroll Student **Undo Transfer Student**

Re Enroll Student
ReEnroll student as of this date

Undo Transfer Student
Used when transferred a student mistakenly and want to undo the action completely

Student Name: Michael ARREDONDO
Id Number: 4109
Gender: Male
Grade: 10
Last Day In School: 1/3/2005 11:59
Est Enter Date: 1/4/2005
School Transferred To: Out Of District (Out of NYS (District unknown)
School Transferred From: CCSI High School
Transfer Reason: Transferred to a School Outside NYS With

To access a Transferred Students page...

Registration > Transferred Students

How to utilize Transferred Students page

1. Go to **Registration > Transferred Students**
2. If you have a student that you're looking for, fill the information in search fields to narrow your search. Then hit **GO**.

TIP:

Search Results can be exported in MS Excel® to be sorted in the way you'd like. You can also print out your record from here.

How to Re Enroll Student(s)

1. Go to **Registration > Transferred Students**
2. Search a student that you'd like to re-enroll.
3. Once the result comes up, click on the student. New window will open up with the details of Transfer.
4. Click on **Re Enroll** button. The student will be re-enrolled to original school automatically.

NOTE:

Please contact your eSchoolData Administrator if you do not see the Re Enroll button.

Previous Portfolio

Student Portfolio for Transferred Student is attached to a student's transfer record. You will be able to view the information from the time that the actual transfer action was taken.

How to view Previous Portfolio

1. Go to **Registration > Transferred Students**
2. Search a student that you'd like to re-enroll.
3. Once the result comes up, click on the student. New window will open up with the details of Transfer.
4. Click on **Previous Portfolio** button. Student's previous portfolio will be displayed in new window.