Transfering/Exiting Students out of Powerschool

This document will take you through the required steps to transfer a student out of powerschool.

Overview
This document will cover the following process:

>**Step 1**- Verify Transcript information is correct and print prior to transfer, also print all necessary docuements per the state requirement for the CA60 file as some things are not obtainable once the student is exited from the SIS
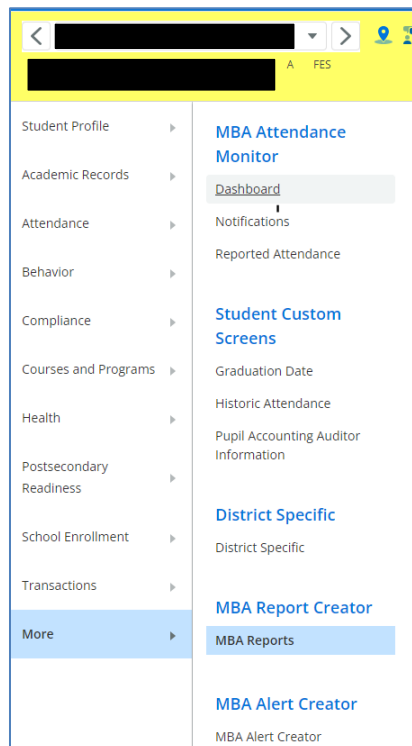>**Step 2**-Remove Locker Assignment from Student
>**Step 3**- Update Student Scheduling Preferences Screen
>**Step 4**- Transfer student out of PowerSchool SIS

Transfering students out of District:

1. **Print Students Transcript and other necessary reports and verify data is correct:** **[Start Page > Search for and Select the Student > More > MBA Reports > Run/View Reports]**

MBA Reports ⭐

Run/View Reports | Credit Summaries

Run New Report

Report	Include Dropped Courses	
REPORT CARD - TRADITIONAL (GENERIC) ▾	☐	Generate Reports

MBA

☐ Print Student Transcript/Report Card and verify all grades and classes are on the report. Print any other required documents for the student's CA60 file. For more information on this reference the State of Michigan Records and Retention requirements.

2. **Remove Locker Assignment from Student:** **[From the Start Page > Select Student > Student Profile > More > Locker Info]**

Student Profile ▸	Student Details	User Access
Academic Records ▸	Quick Lookup	Access History
Attendance ▸	Addresses	Guardian and Student Account Access
Behavior ▸	Demographics	
Compliance ▸	Digital Equity & Learning Preferences	**More**
Courses and Programs ▸	Email	Attachments
Health ▸	Modify Info	Locker Info
Postsecondary Readiness ▸	Other Info	Lunch Program
	Student Photo	Transportation
	Forms	**BrightArrow**
	Student Forms	BrightArrow Settings

☐ Clear out the Locker Number and Combination
☐ Click **SUBMIT**

Student Locker Info ⭐

Search For Locker Assignment
Locker Number: 4094
Padlock Combination: 10-30-24   Get Locker Combination

Submit

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Student Locker Info ⭐

Search For Locker Assignment
Locker Number: [   ]
Padlock Combination: [   ]   Get Locker Combination

Submit

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☐ You will see a message across the screen that confirms your changes have been saved

3. **Update Student Scheduling Settings Page:** **[From the Start Page > Select Student > Courses and Programs > Registration > Scheduling Settings]**

☐ Uncheck the box for Schedule This Student

☐ Change Next School Indicator to blank

☐ Click **SUBMIT**

☐ If this student has course requests, they will need to be deleted prior to transferring the student out of the school. To check if the student has course requests, navigate to the Course Request Management Tab: **[From the Student Page > Courses and Programs > Course Schedule > Course Request Management]**

☐ On the Course Request Management Screen, Select Modify Course Schedule - Requests

☐ Under the Delete Column, Select All

☐ If this student is transferring to another School within the District the New course requests will need to be re-entered once the student is in the new building and the correct Next School Indicator is set.

4. **Transfer Student Out of School:** **From the Start Page > Select Student > Select School Enrollment > Transfer Out of School**

☐ Fill in the appropriate information. **Be sure the date of transfer is the day after the student's last day in class, this will ensure the last day of attendance is captured and saved. If the student is leaving after the EOY Process but prior to the 1st day of school, the exit date should match the enrollment date.**

☐ Click **SUBMIT**

☐ The student is now inactive. To find the student, search for them using a / in front of their name.

Transfer Out Of School

Who will be transferred out	Adair, Brandon
Transfer comment	
Date of transfer (should be the day after the student's last day in class)	MM/DD/YYYY *
Exit code	*
Also transfer out of selected programs:	
☐ Inclusion	
School Completion Status	Please Select

Select Concurrent (Non-Primary) Enrollments Records to End:

Student has no open Concurrent (Non-Primary) Enrollments records.

☐ 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

Please Note: When students are transferred out they are no longer active in your school and all schedules are dropped. Student records are not deleted; their status is changed to transferred out. **Students should NEVER be deleted from PowerSchool SIS.**