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
	B A	

- 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
		Addresses	Guardian and Student
Attendance	•	Demographics	Account Access
Behavior	Þ	Digital Equity & Learning Preferences	More
Compliance		Email	Attachments
		Modify Info	Locker Info
Courses and Programs	•	Other Info	Lunch Program
Health	•	Student Photo	Transportation
Postsecondary Readiness	•	Forms Student Forms	BrightArrow BrightArrow Settings

- □ Clear out the Locker Number and Combination
- Click SUBMIT

Student Locker Info 👘	Student Locker Info 👘
Search For Locker Assignment Locker Number Padlock Combination 10-30-24 Get Locker Combination Stioms	Search For Locker Assignment Locker Number Padlock Combination Get Locker Combination Stubme
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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

Scheduling Settings	10
Required Settings	
Next Year Grade	11 💿
Priority	20
Schedule This Student	
Year of Graduation	2026
Summer School Indicator	None 🗸
Note for Summer School Admin	80 characters left
Next School Indicator	↓ ©
Optional Settings	
Next Year Campus/Building	Associate
Next Year House	Associate
Next Year Team	▼
	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]

Student Profile	×	Assets
Academic Records	Þ	Asset Tracking
Attendance	Þ	Course Schedule
Behavior	Þ	Bell Schedule
Compliance	Þ	Management
		List Schedule
Courses and Programs	•	Matrix Schedule
Health	Þ	Modify Course Schedule
Postsecondary	Þ	Registration
Readiness		Course Registrations
School Enrollment	Þ	Extracurricular Activities
Transactions	Þ	Remote and Summer School Registration
		Scheduling Settings
More	•	Student Programs

- On the Course Request Management Screen, Select Modify Course Schedule Requests
- □ Under the Delete Column, Select All

								Course Cat	alog New
Number	Course Name	Note	Alt	Code	Priority	Section Type	AI	ternate 1	Delete
HS0193	ELA - Grade 11				0	~	A	ssociate	Yes
HS0194	ELA - Grade 11				0	~	A	ssociate	Yes
HS2055	Intermediate Algebra II				0	~	A	ssociate	Yes
HS4081 W 1	/L-Spanish .1					~	Ass	ociate	Yes
HS4082 W 1	/L-Spanish .2					~	Ass	ociate	Yes
HS5711 A F	rt oundations					~	Ass	ociate	Yes
HS5760 P	hotography					~	Ass	ociate	Yes
									All
lodify	Course	Sch	ed	ule -	Requ	ests for 2	2024-20	25 🝺	
Enrollments	Requests								
								Course Cat	alog New
Number	Course Name	Ð	Note	e Alt	Code	Priority See	ction Type	Alternate 1	Delete
									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 Schoo	
Who will be transferred out	Adair, Brandon
Transfer comment	
Date of transfer (should be the day after the s <mark>tudent's last day in class)</mark>	MM/DD/YYYY
Exit code	*
Also transfer out of selected program	ns:
School Completion Status	Please Select
Select Concurrent (Non-Primary) Enr	oliments Records to End:
Student has no open Concurrent (Non-I	Primary) Enrollments records.
\Box Check here if student(s) intend to en	roll in school during next school year.*
* If the box is NOT checked, be advised	that all scheduling related data for next year will

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.**