How to Transfer a Student to Another School within District

This document will cover the process of transferring a student to another school within your school district and re-enrolling them in the new building. Ensure the student has been transferred out of their original school and is inactive in the PowerSchool SIS, this needs to be done from within the original school in the district. (See documentation on How to Transfer a Student Out of School)

Overview
This document will cover the following process: Transferring a student in your district to another building and re-enrolling the student in the new building.
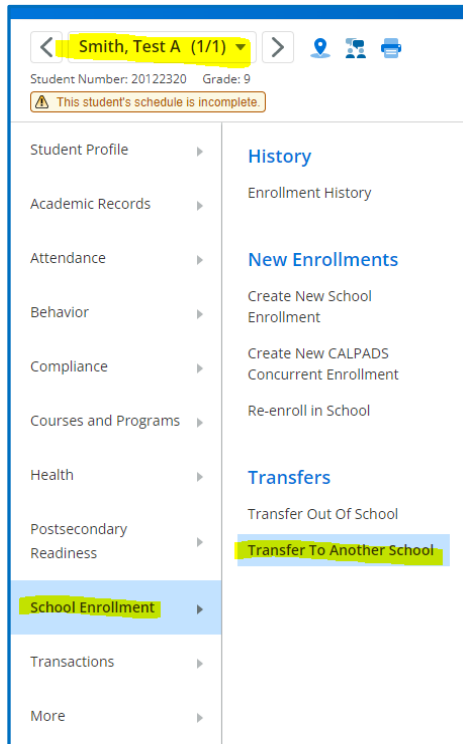>   Step 1 Transfer the student to another school within the district.
>   Step 2 Make the student active in the district they were transferred to.

Transferring Students within District to another School:

1. **Navigate to the student:** **[Start Page>Search for the Student using a / in front of their name]**
   - ☐ Select the Student, the student will be inactive, so use the /when searching for them.
   - ☐ Select School Enrollment
   - ☐ Select Transfer to Another School

   - ☐ Select the School from the dropdown menu that you are transferring the student to.

Transfer to Another School ⭐

Who will be transferred	Smith, Test A
To which school?	Apple Grove High School

Note: The student must have already been transferred out of this school (be inactive) to use this function.

☐ Click **SUBMIT**

****Note: Student Must be inactive in the school in order to transfer them to another school.*****

    ☐ Once you Transfer the student to another school the following screen will appear confirming where the student was transferred to the selected school.

PowerSchool SIS

Alert:

Adair, Brandon is now an inactive student at Cherry Hill Middle School

Once the student is transferred to the new school they will need to be active in the new school. Navigate to the school they were transferred to. If you do not have access to this school, the person in the new school will have to follow the steps for activating the student.

2. **Student Re-enrollment in new school**

    ☐ Navigate to the School the Student was transferred to.
    ☐ Search for the Student and include /to find inactive students, select the student.
    ☐ From the student page, select School Enrollment>Re-enroll in School

☐ Fill in the appropriate information on the Re-enroll in School page.

☐ Click **SUBMIT**