

Transfer Student Sections within Same Grade

When Transferring Student Sections please complete steps in following order:

- 1) enroll the student into the 4B classes
- 2) transfer the assignment grades (the school will need to do this class by class)
- 3) unenroll the student from the 4A classes

NOTE: The above-noted instructions are applicable if a student is moving from one class to another in the middle of the quarter.

Select Student from Search and Select Schedule from the Left Side Menu. Select Transfer, Verify the Term is correct and select the From (Current Section) and To (Section Transferring to). Place a check mark by:

- Transfer Report Card
- Transfer Attendance
- Transfer Gradebook Grades ****Recommended to use Assignment Transfer Mapping Tool since assignment names may vary**

Select Transfer. ****Please note this will need to be done for each class****

The screenshot shows the 'Transfer' interface for a student named Sarah Abadie. The interface includes a search bar on the left with a list of student names, a main form area, and a right-hand navigation menu. Five numbered callouts with red arrows point to specific elements:

- 1. Select Schedule**: Points to the 'Schedule' option in the right-hand navigation menu.
- 2. Select Transfer**: Points to the 'TRANSFER' tab at the top of the main form area.
- 3. Verify Term**: Points to the 'Q1' dropdown menu for the term.
- 4. Select the "From" and "To"**: Points to the 'From' and 'To' dropdown menus, which are currently set to '05 MATH-5C' and '05 MATH-5B' respectively.
- 5. Select Transfer**: Points to the 'Transfer' button at the bottom of the form.

The form also includes checkboxes for 'Transfer Report Card Grade(s)', 'Transfer Attendance', and 'Transfer Gradebook Grade(s)', with an 'Assignment Transfer Mapping' button next to the last option. There is also a 'Print Transfer Approval Receipt' checkbox.