

ASPEN GUIDE

Transfer

The Transfer Student function allows one school to pull a student in from another school in the Territory, without taking each individual step of withdrawing them and enrolling them at the new school during the current school year. The Transfer function should only be used within the Yukon. Any student leaving the Territory must be withdrawn (including students moving to BC).

To perform a Transfer of a student from one school to another:

The *sending* school initiates the process:

School view > Student top tab > select student > Demographics

The *receiving* school:

School view > Student top tab > Options > Registration > Transfer Student

In the Transfer Student pop up window:

ed are students that sending schools have tagged as transfers for the receiving school.

- Withdrawal - creates the Membership > Enrollment W record for the sending (current) school
 - Current School - auto populates the sending school
 - Date - date of withdrawal
 - Code - the withdraw code for the sending school record
 - Reason - Do Not Use
- Entry - creates the Membership > Enrollment E record for the receiving (destination) school

- Current School - auto populates the receiving school
- Date - date of enrollment (for enrollment record and PSR consistency it is recommended that the withdrawal date and enrollment date are not the same day)
- Code - the enrollment code for the sending school record
- Reason - Parents (if another reason is more fitting, select it)

Christ the King Elementary - Enrollment status: Active - Year of graduation: 2029

<input type="checkbox"/>	Type	Date	Code	Reason	Status	EnrStatus	YOG	School > Name	Admission Status Code	PSR Grade
<input type="checkbox"/>	E	17/02/2020	Public School In Ds	Parents	Active	Active	2029	Christ the King Elementary		03
<input type="checkbox"/>	W	17/02/2020	Publ School,In Dist		Active	Active	2029	Jack Hulland Elementary		
<input type="checkbox"/>	E	29/08/2016			Active	Active	2029	Jack Hulland Elementary		KF

The student Membership > Enrollment record will be populated using the values entered above:

To adjust the PSR grade or other fields, click into the details of the record

- Select BC Default Template
- Change record details as necessary for accuracy
- Save
- DO NOT MAKE ANY OTHER CHANGES TO THE ENTRIES IN THE MEMBERSHIP TAB - if there are any discrepancies, send in a ticket to Aspen Support

Type *

Date *

Code *

Status

Year of graduation ⓘ

Grade level

Grade sub level

PSR Entry / Exit Grade

School > Name

Type *

Date *

Code *

Status

Year of graduation ⓘ

Grade level

Grade sub level

PSR Entry / Exit Grade

School > Name