

The *Transfer Student* function allows one school to push a student to another school in the Territory. This allows both schools to avoid the additional work required when withdrawing and enrolling students. 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 Any student leaving the Territory must be withdrawn (including students moving to BC).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

Transfer pending  Check this box

Transfer School > Name

6 year Grad CohortID

Click the **Save** button in the student details page. The student is now ready for the receiving school to accept the transfer.

The **receiving** school:

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

In the *Transfer Student* pop up window:

**Transfer Student**

Name Abozead, Efrain

Withdrawal	Entry
Current School Christ the King Elementary	Destination School Golden Horn Elem
Date * 12/21/2021	Date 12/21/2021
Code * Public School In Dst	Code * Public School In Ds
Reason	Reason Parents

Save Cancel

Select the student using the magnifying glass pick list. The list presented 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)

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

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

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

- Select BC Default Template from drop down field at the far right of the page
- Change record details as necessary for accuracy
  - **DO NOT MAKE ANY OTHER CHANGES TO THE ENTRIES IN THE MEMBERSHIP TAB** - if there are any discrepancies, create a ticket and send to Aspen Support or email [aspensupport@yesnet.yk.ca](mailto:aspensupport@yesnet.yk.ca)
- Click Save

Form fields for Jack Hulland Elementary:

- Type: W
- Date: 15/02/2020
- Code: Public School In Dst
- Status: Active
- Year of graduation: 2029
- Grade level: 05
- Grade sub level:
- PSR Entry / Exit Grade: [dropdown arrow]
- School > Name: Jack Hulland Elementary

Buttons: Save, Cancel

Form fields for Christ the King Elementary:

- Type: E
- Date: 15/02/2020
- Code: Public School In Ds
- Status: Active
- Year of graduation: 2029
- Grade level: 05
- Grade sub level:
- PSR Entry / Exit Grade: 03
- School > Name: Christ the King Elementary

Buttons: Save, Cancel

This creates a former student record so that the originating school and teacher still has access to complete reports and print them