4.2 Home School Transfer

A *Home School Transfer* occurs when a student needs to ==swap their Primary and Secondary Schools.== To perform this task, we will make use of the **Transfer** function.

> **Note: Before** you do a Home School Transfer, you will need to take a screen shot of the student's schedule. You will have to reschedule the student back into their classes at what ends up being the new cross-enrolled school (the former Primary School). All information (Marks, attendance, etc.) will remain once the student is rescheduled back into the class.

There are three steps to performing a Home School Transfer in MyEducation BC:

1. set the transfer of the student from the original primary to the original secondary school (which will make the primary)
2. end the cross-enrollment at the original secondary school and complete the transfer
3. cross-enroll the student back to the original primary school (which makes it now the secondary).

> *For our example, we will take a student who is set up as a primary school at **Traditonal Learning Academy** and is cross-enrolled with **Garibaldi** as the secondary school, and perform a Home School Transfer process to switch those schools.*

STEP 1

4.2.1 Set the Student Transfer flag at the Primary School

From the "Sending School" or District: (your school is currently set as the secondary school so in our example, TLA does this piece)

School or District view > Student top tab

1. Click the blue, hyperlinked name of the student that will be transferred to a new school.

2. From the Details page for the student, click the *Transfer pending* checkbox, and then click the magnifying glass in the *Transfer School > **Name** field to select the school the student will be sent to (in our example, they'd set this to Garibaldi)*

3. Once the Transfer School pop-up appears, find and select the school the student will be **transferred to**, followed by the **OK** button.

4. Click the **Save** button on the student record to finalize the selection. Your student is now ready for the Receiving School to accept the transfer.

STEP 2

4.2.2 Ending Cross-Enrollment at Secondary School

This is still Traditional Learning Academy (in our example) **performing this task.**

The second step to the Home School Transfer is to end the cross-enrollment at the secondary school. In our example, our student is cross-enrolled to *Garibaldi Secondary School*, and will be moving there as a Primary student, and finishing up a course or two at *Traditional Learning Academy*. Before beginning, TLA must go to the student's **Schedule** side tab, viewing it in List View to see all courses at all schools they are enrolled in.

Steps to end cross-enrollment at Garibaldi Secondary:

1. From the School view, click the Student top tab.

2. Click the checkbox beside the student's name, and click the Membership side tab.

3. Click the Schools sub-side tab.

4. Click the blue, hyperlinked name of the schools whose association you wish to end.

5. Update the end date to when you wish to remove the student from the secondary school.

> **Note:** If you choose today's date, the student will remain in your secondary school's student list until midnight. As well, the Secondary School alert will remain until that time. **If you wish the student to be removed immediately, and the alert to disappear, enter a date prior to the current date.**

6. Save the record.

Our student will now be "withdrawn" from *Garibaldi Secondary*. The record will remain in the **Membership** side tab > **Schools** sub-side tab for historical purposes and the transcript will remain intact. She will not appear in the class rosters for any of the sections until we transfer her in the next step and reattach her courses.

STEP 3

4.2.3 Transfer Student to New Primary School

You are now ready to transfer our student from *Traditional Learning Academy* to *Garibaldi Secondary SD42*. Transfer functionality is a *pull* transfer, meaning you receive at the new school from the original school. This will make the student a primary student in *Garibaldi Secondary SD42I*, and no longer at *Traditional Learning Academy*.

To Transfer a student: **(This is Garibaldi's step now)**

1. From the Options menu, select Registration > Transfer Student.

2. When the Student Transfer pop-up appears, click the magnifying glass in the *Name* field to get a list of students who have been assigned to transfer to your school, and select the correct student. Fill in the date under the Withdrawal side of the screen. This will automatically populate the date field on the Destination side of the screen. You may change that date as you require, based on when the student will appear in their new school. *Code* and *Reason* are not required fields.

3. Click the OK button to finish. Our student is now a primary student at *Abbotsford Virtual*.

4.2.4 Create Cross-Enrollment at "New" Secondary School

Now that you have transferred your student to *Garibaldi Secondary SD42*, you need to create the secondary school association back to *Traditional Learning Academy*. **The "other" school has to do this now to bring the student back as a secondary student (in our example, this would be done by Traditional Learning Academy.)**

To associate our student with *Traditional Learning Academy* as a secondary school:

1. From the **School** view, click the **Student** top tab.

2. Click **Options**, and select **Create Secondary School Associations**.

The *Create Secondary School Associations wizard* appears:

Pull	
Secondary school	Traditional Learning Academy
District year	2014-2015 ▼
Start date	01/08/2014 ▦
End date	31/07/2015 ▦
Legal first name	
Legal last name	
Gender	▼
Date of birth	▦ Age

Search   Cancel

3. Select the District year for the cross-enrollment.

4. Enter the Start date and End date that the student will attend the secondary school. These will default to the start and end date of the *school calendar*.

5. Enter the Last name, Gender, and Date of birth for the student. These are mandatory.

6. Click **Search**. A pop-up lists the student's name, some demographic information, and contact information for the student's primary school. Click **OK**.

The student should now appear in the Student list under the *All Active Students* filter with a Cross-Enrollment icon (⤧) in the Alerts column.

The last step is to reschedule the student back into the courses at the Secondary School (cross enrolled school); in this case, *Traditional Learning Academy*. They must go back to their screenshots, and put the student into the courses she has remaining to complete at this school.