


Withdrawing Students vs Transferring Students

Students Withdrawing/Transferring Mid-Year

Transferring Students to a new school In District

The Transfer feature is to be used **only** mid-year when a student withdraws from your school to attend another school **in the same district**. **DO NOT withdraw** students in this scenario.


At Current School

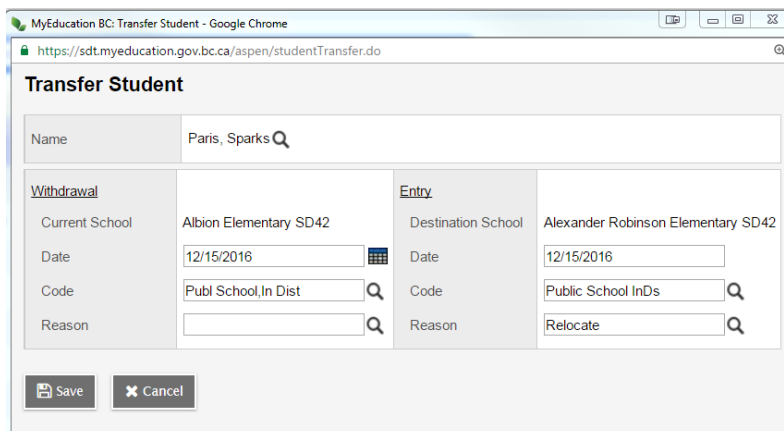
1. Student TT
 - a. Search for student transferring and click into the **Membership** Side Tab
 - b. Click into the **Programs** sub-side tab and **end-date any programs assigned at your school**
 - c. Click **Save**
 - d. Click into the **Details** Side Tab >Demographics sub-top-tab
 - e. In the middle section on this page, locate the **Transfer pending** box and check it
 - f. Using the pick list , choose the school (in district) that the student is transferring to

School > Name	Albion Elementary SD42	Transfer pending	<input checked="" type="checkbox"/>
Next School > Name	<input type="text"/>	Transfer School > Name	Alexander Robinson Elementary SD42  
Out of Catchment	<input type="checkbox"/>	6 year Grad CohortID	
Out of Catchment School	<input type="text"/>		

- g. Click **Save**






At New School

1. Student TT
2. Option >Registration >Transfer Student
3. Using the pick list , select student
4. Complete the Date, Code, and Reason fields as demonstrated below



MyEducation BC: Transfer Student - Google Chrome
https://sdt.myeducation.gov.bc.ca/asp/en/studentTransfer.do

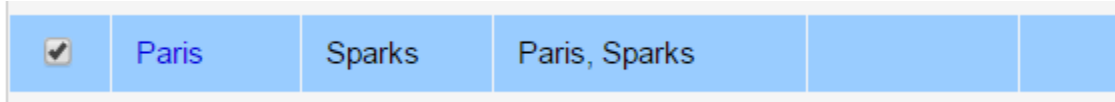
Transfer Student

Name	Paris, Sparks 		
Withdrawal		Entry	
Current School	Albion Elementary SD42	Destination School	Alexander Robinson Elementary SD42
Date	12/15/2016 	Date	12/15/2016
Code	Publ School,In Dist 	Code	Public School InDs 
Reason	<input type="text"/>	Reason	Relocate 

5. Click **Save**
6. Locate newly transferred student in Student Top Tab and ensure you add the new Homeroom and make any required changes to any address and/or contact information.
7. Add the student to attendance blocks (Elementary School) or courses (Secondary School)

Student moving Out of District

1. Student TT > Search and find student who is withdrawing
2. Click into the Membership side tab >Programs sub-side-tab
3. End date any programs at your school
4. Remove student from attendance blocks
5. Run two copies of a Student Verification report; one for the G4 file and one to keep with the withdrawal form in the office.
6. Print a copy of the PSR card for the G4 file.
7. From the Student TT, select the Student that is leaving the district and click on the Contacts ST. Parent contact records must remain intact on student record. Check all Emergency contacts. Options >DELETE. This process will disconnect any contacts with the students prior to them leaving our district and therefore will eliminate any issues with shared contacts being altered by users from other districts. In addition, it will also eliminate issues connected from shared contacts with parent MyClass accounts.
8. Click on the Student Top Tab and check the box beside the withdrawing student



8. Options >Registrations >Withdraw Student and complete the fields in the Withdraw Window.
9. Ensure you set the status to Withdrawn, and check both the disable related user accounts and create former school association boxes, and enter the PSR grade (grade student is in upon withdrawal) **NOTE: When withdrawing designated students, DO NOT check the box to “Keep student in special education”**

MyEducation BC: Withdraw Student - Google Chrome
sdt.myeducation.gov.bc.ca/aspen/studentWithdrawal.do?prefix=ENR&context=student...


Withdraw Student

Name	[REDACTED]
Current Primary School	Hammond Elementary SD42
Date	8/14/2019
Code	Publ School, Out Dist
Reason	
Status *	Withdrawn
Keep student in special education	<input type="checkbox"/>
Disable related user accounts	<input checked="" type="checkbox"/>
Create former school association	<input checked="" type="checkbox"/>


PSR Grade: 06

10. Click OK

[Yellow bar]

 Exit this student from district and from special education. Proceed?

Click Yes

- Student is now ready for pick up by the new Out of District school
- You still have access to view this student in your **Former Students** Filter  but no longer any contact information. This is why it is important to run the student verification form prior to deleting Emergency contacts and keeping a copy in the office for any potential future reference.
- Package up student paper G4 file and send to DEO Reception for record keeping before it is sent to next school.

NOTES:

Students Withdrawing/Transferring End of Year

Pre-Transition

If the Next School for a student is known, refer to [EOYR Pre-Transition Out Instructions](#) on Clerical Site

Pre-Registered Student no longer coming

If a pre-registered student must be withdrawn prior to EOYR

- Student TT > Membership ST
- Options >Registration >Withdraw Student