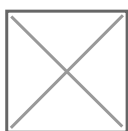


Transfer A Student From One School To Another Within CrownSIS

Step-by-Step Guide to Transferring a Student

Step 1: Access Student Information

1. **Navigate to Students** : Start by logging into your SIS. From the main dashboard, go to the “Students” section.
2. **Access Student Information** : Within the “Students” section, select “Student Information.” This will bring up a list of all students currently enrolled.
3. **Filter the Student** : Use the available filters to locate the specific student you wish to transfer. You can search by name, student ID, or other criteria provided by the system.



Step 2: Edit Enrollment Information

1. **Select the Student** : Once you have found the student in the list, click on their name or ID to view their detailed information.
2. **Go to Enrollment Information** : In the student’s profile, look for the “Enrollment Information” option on the left panel. Click on it to view all enrollment records associated

with the student.



3. **Edit Enrollment Information** : At the top right corner of the “Enrollment Information” section, you will see an “Edit Information” button. Click on this button to begin editing the

student’s enrollment details.



Step 3: Input Transfer Details

1. **Enter Exit Date and Exit Code** : In the “Edit Information” section, you will need to provide the exit date and exit code for the student. The exit date should be the last day the student attended the current school. For the exit code, select “Transferred Out” to indicate that the student is being transferred to another school.



2. **Provide Additional Information** : After entering the exit code, additional fields will appear. These fields will include:

- **Transferred To** : Specify the name of the school to which the student is being transferred.
- **Grade Level** : Indicate the grade level the student will be entering at the new school.
- **Program** : If applicable, select the program the student will be enrolled in at the

new school.



Step 4: Finalize the Transfer

1. **Update the Record** : After filling in all the necessary information, click on the “Update” button to save the changes.
2. **Confirmation** : The student’s record will now be updated to reflect the transfer, and they will be officially transferred to the new school.



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