



Transfer Student Do's and Don'ts

Highly Recommended			
Student Moves	Who's Responsible	Highly Recommended Process to Use	End Result
To new school within same district	Anybody with permissions to exit or enroll a student	"Transfer process" in Educator Portal	Already completed testlets from sending school move with the student when rostered. The Test Progress column is updated. Testing continues seamlessly.
To a new school in a different district	Anybody with permissions to exit or enroll a student	Sending districts/school exits the student. Receiving district/school uploads the student using the Enrollment File Template.	Already completed testlets from sending district/school move with the student when rostered. The Test Progress column is updated. Testing continues seamlessly.

Alternate Process			
Student Moves	Who's Responsible	Alternate Process to Use	End Result
To a new school in a different district	SEA has the ability to transfer anywhere in the state. This is an SEA decision.	"Transfer process" in the Educator Portal	Already completed testlets from sending district/school move with the student when rostered. The Test Progress column is updated. Testing continues seamlessly.

NOT-Recommended Process

Student Moves	Who's Responsible	NOT Recommended Process to Use	End Result
<p>To a new school in the same district and the sending school exits the student.</p>	<p>Anybody with permissions to exit or enroll a student</p>	<p style="text-align: center;">STOP: Do not activate the student using the Find Student Feature in Educator Portal.</p> <p>If the receiving district/school uses the "Find Student" feature in Educator Portal, and continues to activate the student in Educator Portal, then testlets from sending school do NOT move with the student when rostered.</p>	<p>Testlets from sending school do NOT move with the student when rostered.</p> <p>If the Find Student Feature was used, the receiving district user MUST call the Service Desk to check for testlets taken at the sending school.</p> <p>The Test Progress column at the receiving school will not be updated, but will show 1 of X for each subject until the testlets from the sending district/school are moved.</p> <p>Then, the Test Progress column is updated.</p> <p>Testing can continue.</p>
<p>To a new school in a different district and the sending district/school exits the student.</p>			