How to transfer a student between enrolment types

To transfer a student to another enrolment type within the school:

- Access the student through Place Management / Registration Offers • options
- Indicate the student for transfer
- Transfer the student to the selected enrolment type/offering
- OK the transfer

Go to Place Management \rightarrow Registration offers

Locate the list of students by clicking the 🚨 at the end of each registration offer records.

St Le	School eonards Public School		Scholastic Yea		Available	Enro MAIN - Mainstrea	am Enrolment	•
×	Scholastic year 🔶	Offering name	\$	Typical annual intake \$	Registered	Enrolled	+ Leaving	¢
	к	Kindergarten 2008 (Mainstre	am Enrolment)	97	1	9	0	2
	1	Year 1 2008 (Mainstream	Enrolment)	99	0	85	0	2
	2	Year 2 2008 (Mainstream	Enrolment)	100	2	89	1	2
	3	Year 3 2008 (Mainstream	Enrolment)	100	0	87	0	2
	4	Year 4 2008 (Mainstream	Enrolment)	102	1	95	0	2
	5	Year 5 2008 (Mainstream	Enrolment)	102	1	83	0	22
	6	Year 6 2008 (Mainstream	Enrolment)	102	0	88	0	2
		Total		702	5	536	1	

Indicate the student(s) for transfer, and then Click the Transfer button (Bulk change is permitted by ticking the first \Box check box in heading line)

	Sc	holastic	year							intake	Regi	stered		Leaving	
		5		Year 5 2008 (Main	stream	n Enrolment)	1	.02			1	83	0	
Show	studer	nts with :	Ac	tive Registrations 💌	Show	Legend									
						0.1				D 0					
×	\$	SRN	÷	Student name	\$	Gender	\$	D.O.B	÷	Roll C	ass			15 \$	
æ	400			Johann	м		04-9	Sep-1997	7	50	2	Enrolle	d (In Atte	ndance)	
æ	428			Anthony	м		06-F	eb-1997	,	58		Applied	d to Enrol	(Risk Assesse	d) 🗖
æ	428			Lin Jing	F		03-/	Aug-1998	3	51	-	Enrolle	d (In Atte	ndance)	
\$	40			Jennifer	F		12-F	eb-1998	3	50	:	Enrolle	d (In Atte	ndance)	~
							-				-				
				Close Tra	nsfer	Share	Fe	ed C	Change	e status					
					- K										

Select the enrolment type, and then click the Get offers button in that Enrolment Type. Indicate the offer to which the student is to be transferred. Click the Transfer and exit button.

nt Transfer - Year 5 2008 (Mains	stream Enrolment) <	
Calendar Year	Enrolment Type SCAS - Support Class Get offers] 4
🗴 Scholastic year	♦ Offering name ♦	
к	Kindergarten 2008 (Support Class)	0
1	Year 1 2008 (Support Class)	0
2	Year 2 2008 (Support Class)	0
3	Year 3 2008 (Support Class)	0
4	Year 4 2008 (Support Class)	0
5	Year 5 2008 (Support Class)	•
6	Year 6 2008 (Support Class)	0
	noved from any student groups (Roll Classes, support the selected Target Year/Enrolment	
]	Transfer and exit	
	Back	

Click **OK** to confirm the transfer.

Windows	Internet Explorer
?	Do you confirm to transfer the student(s) to Year 5 2008 (Support Class)?
	OK Cancel

The student will now be shown in **inactive registration** list as **Internal Transfer** on the previous registration offer.

9		F	13-Aug-1997	Internal Transfer [18-Dec-2007]
2 400	William	М	24-Feb-1998	Internal Transfer [17-Dec-2007]
2 40	Jennifer	F	12-Feb-1998	Internal Transfer [02-Apr-2008]
	Close			

The list for the offering that the student was transferred to now lists the student.

ration Maintenance - St Leon	ards Public School 2008 Support Cla	155				\$?
Scholastic year	Offering name	Typical annual intake	Registered	Enrolled	Leaving	
5	Year 5 2008 (Support Class)	2	0	1	0	
ow students with : A	ctive Registrations 🗾 Show Le	egend				
how students with : A	ctive Registrations Show Le	<u> </u>	oll Class 🔶	Status	; ¢	
how students with : A \$ SRN \$ 400		<u> </u>		Status Enrolled (In A		