


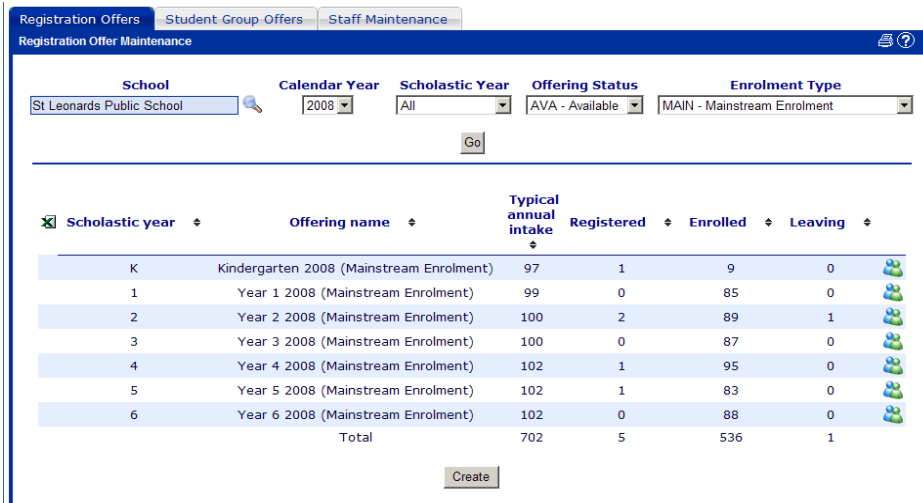
How to transfer a student between enrolment types

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 → Registration offers

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



Scholastic year	Offering name	Typical annual intake	Registered	Enrolled	Leaving
K	Kindergarten 2008 (Mainstream Enrolment)	97	1	9	0
1	Year 1 2008 (Mainstream Enrolment)	99	0	85	0
2	Year 2 2008 (Mainstream Enrolment)	100	2	89	1
3	Year 3 2008 (Mainstream Enrolment)	100	0	87	0
4	Year 4 2008 (Mainstream Enrolment)	102	1	95	0
5	Year 5 2008 (Mainstream Enrolment)	102	1	83	0
6	Year 6 2008 (Mainstream Enrolment)	102	0	88	0
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 check box in heading line)

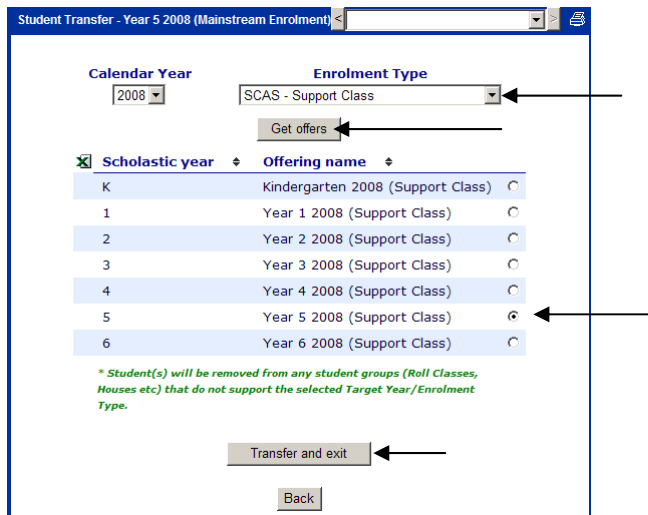
Scholastic year	Offering name	Typical annual intake	Registered	Enrolled	Leaving
5	Year 5 2008 (Mainstream Enrolment)	102	1	83	0

Show students with : Active Registrations Show Legend

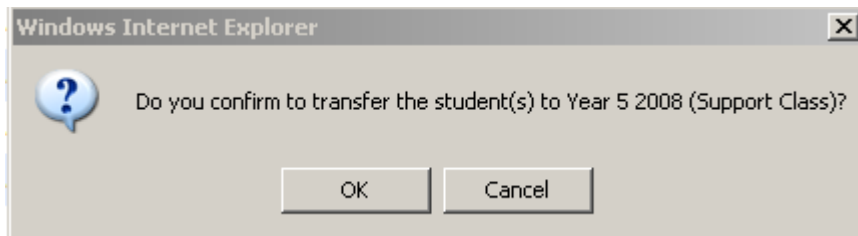
<input type="checkbox"/>	SRN	Student name	Gender	D.O.B	Roll Class	Status	<input type="checkbox"/>
<input type="checkbox"/>	400	Johann	M	04-Sep-1997	5C	Enrolled (In Attendance)	<input type="checkbox"/>
<input type="checkbox"/>	428	Anthony	M	06-Feb-1997	5B	Applied to Enrol (Risk Assessed)	<input type="checkbox"/>
<input type="checkbox"/>	428	Lin Jing	F	03-Aug-1998	5T	Enrolled (In Attendance)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	40	Jennifer	F	12-Feb-1998	5C	Enrolled (In Attendance)	<input checked="" type="checkbox"/>

Close Transfer Share Feed Change status

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.



Click **OK** to confirm the transfer.



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

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

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

