


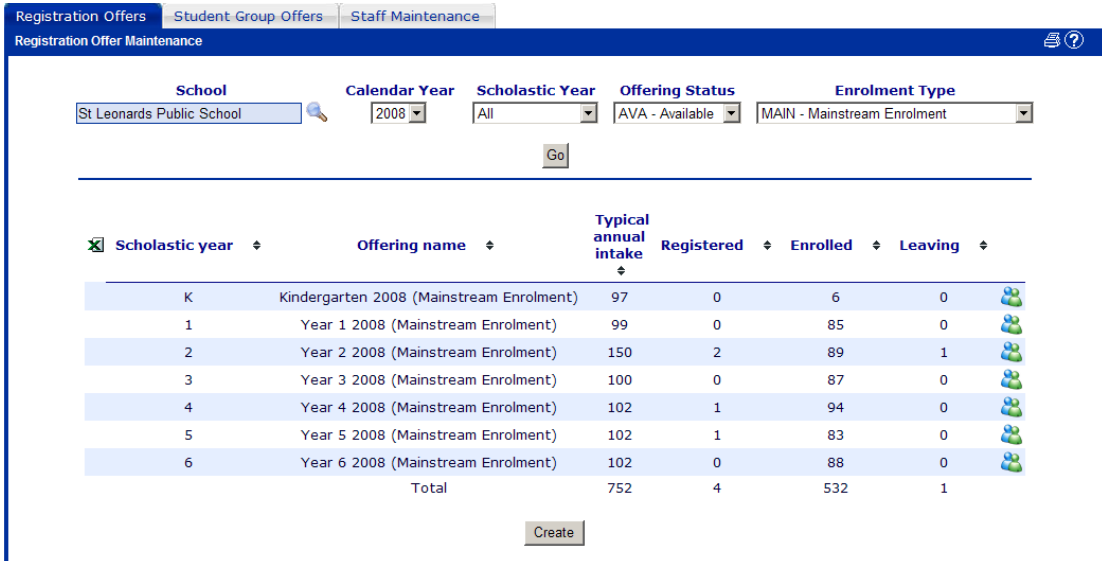
How to transfer a student between registration offers

To transfer a student to a different registration offering at the same school:

- Access the student through **Place Management / Registration Offers**
- Locate the student and indicate the student for transfer
- Transfer the student to the selected offering
- OK the transfer

Go to **Place Management** → **Registration offers**

Click the  alongside the students belongs to



Scholastic year	Offering name	Typical annual intake	Registered	Enrolled	Leaving
K	Kindergarten 2008 (Mainstream Enrolment)	97	0	6	0
1	Year 1 2008 (Mainstream Enrolment)	99	0	85	0
2	Year 2 2008 (Mainstream Enrolment)	150	2	89	1
3	Year 3 2008 (Mainstream Enrolment)	100	0	87	0
4	Year 4 2008 (Mainstream Enrolment)	102	1	94	0
5	Year 5 2008 (Mainstream Enrolment)	102	1	83	0
6	Year 6 2008 (Mainstream Enrolment)	102	0	88	0
Total		752	4	532	1

Tick the check box alongside the student name need to be transferred. (Bulk change is permitted by ticking the first check box in heading line)

Click the **Transfer** button



Scholastic year	Offering name	Typical annual intake	Registered	Enrolled	Leaving
K	Kindergarten 2008 (Mainstream Enrolment)	97	0	6	0

Show students with: Show Legend

SRN	Student name	Gender	D.O.B	Roll Class	Status	<input type="checkbox"/>
	Bateson,	M	23-Jan-2002	KF	Enrolled (In Attendance)	<input type="checkbox"/>
	Davies,	M	21-Mar-2003	KV	Enrolled (In Attendance)	<input type="checkbox"/>
	Kahles,	F	17-Feb-2003	KS	Enrolled (In Attendance)	<input type="checkbox"/>
	Lee	M	24-May-2003	KV	Enrolled (In Attendance)	<input type="checkbox"/>
	Sanbuka,	F	25-May-2003	KF	Enrolled (In Attendance)	<input type="checkbox"/>
	Sharon	F	31-Dec-2002	KF	Enrolled (In Attendance)	<input checked="" type="checkbox"/>

Close Transfer Share Feed Change status

Select the offering that the student will transfer to. Note that the student's current offering (K) is not listed. Click the **Transfer and Exit** button

Student Transfer - Kindergarten 2008 (Mainstream Enrolment)

Calendar Year: 2008

Enrolment Type: MAIN - Mainstream Enrolment

Get offers

Scholastic year	Offering name
1	Year 1 2008 (Mainstream Enrolment)
2	Year 2 2008 (Mainstream Enrolment)
3	Year 3 2008 (Mainstream Enrolment)
4	Year 4 2008 (Mainstream Enrolment)
5	Year 5 2008 (Mainstream Enrolment)
6	Year 6 2008 (Mainstream Enrolment)

* Student(s) will be removed from any student groups (Roll Classes, Houses etc) that do not support the selected Target Year/Enrolment Type.

Transfer and exit

Back

A transfer confirmation message will display. Click **OK** to continue

Windows Internet Explorer

Do you confirm to transfer the student(s) to Year 1 2008 (Mainstream Enrolment)?

OK Cancel

The student will now be shown as INTERNAL TRANSFER on the Registration Offering List where the listing was shown before the transfer.

Registration Maintenance - St Leonards Public School 2008 Mainstream Enrolment

Scholastic year	Offering name	Typical annual intake	Registered	Enrolled	Leaving
K	Kindergarten 2008 (Mainstream Enrolment)	97	0	0	0

Show students with : Inactive Registrations

SRN	Student name	Gender	D.O.B	Roll Class	Status
	Ahomee,	F	19-Dec-2002		Left [11-Mar-2008]
	Sharon	F	31-Dec-2002		Internal Transfer [17-Apr-2008]

Close

The student is now included on the list where transferred to. The status on this list is Enrolled (In Attendance)

Registration Maintenance - St Leonards Public School 2008 Mainstream Enrolment

Scholastic year	Offering name	Typical annual intake	Registered	Enrolled	Leaving
1	Year 1 2008 (Mainstream Enrolment)	99	0	86	0

Show students with : [Show Legend](#)

SRN	Student name	Gender	D.O.B	Roll Class	Status
	Black,	F	08-Aug-2001	1B	Enrolled (In Attendance)
	Zhao	F	12-Oct-2001	11	Enrolled (In Attendance)
	Sharon	F	31-Dec-2002		Enrolled (In Attendance)
	Zhong,	M	02-Apr-2002	1J	Enrolled (In Attendance)