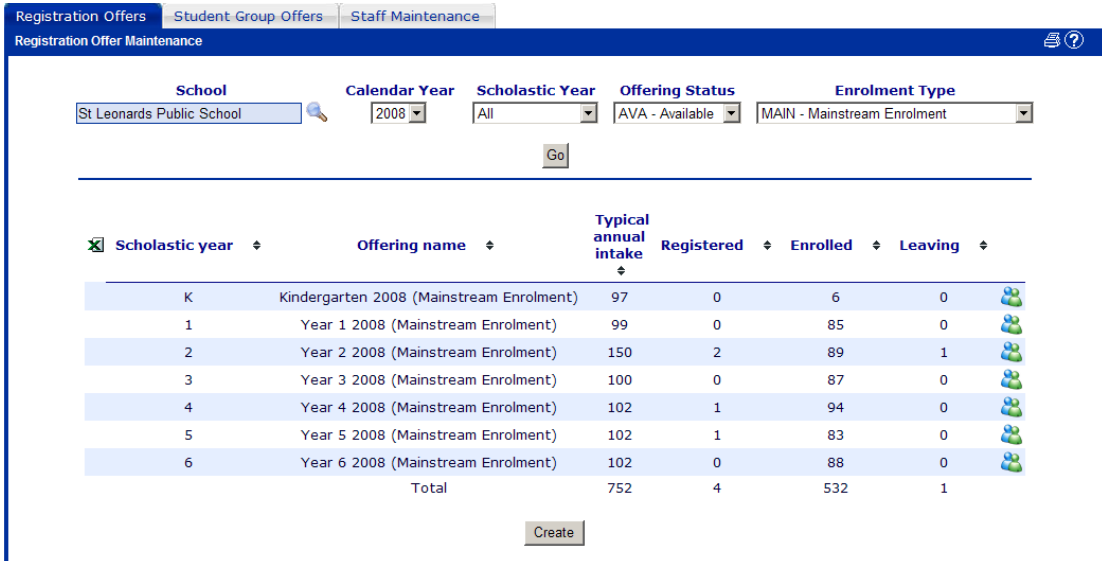# How to transfer a student between registration offers

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

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

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

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

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

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 : Active Registrations ▾ **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	1J	Enrolled (In Attendance)	☐
		Sharon	F	31-Dec-2002		Enrolled (In Attendance)	☐
		Zhong,	M	02-Apr-2002	1J	Enrolled (In Attendance)	☐

Close | Transfer | Share | Feed | Change status