Summer Transfers
AIM User Guide

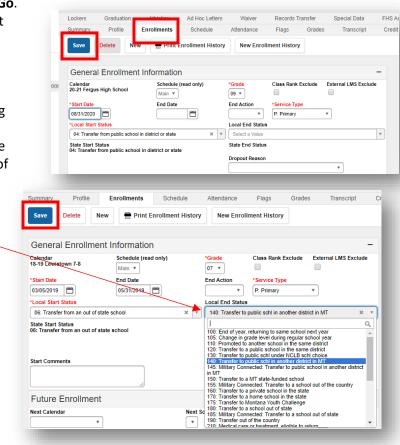THIS AIM USER GUIDE PROVIDES INFORMATION IN THE EVENT A STUDENT TRANSFERS OUT OF A DISTRICT OVER THE SUMMER.

This AIM User Guide provides information in the event a student transfers out of a district over the summer. There could be several scenarios where this could occur, such as when a student transfers out of state, transfers to another district within the state, transfer to a home school, or any scenario that may include the end status codes 120-190.

The process for this is as follows: Delete new year's enrollment for the student, assuming it was rolled forward from the previous year, and change the End Date and End Status of ***previous*** year's enrollment. Detailed instructions are provided below.

Deleting New Year Enrollment:

1. Select the **Search** Tab.
2. Select **Student** from the drop-down menu.
3. Enter the last name, first name, then click **Go**.
4. Select the appropriate student from the list generated.
5. Click on the **Enrollments** Tab.
6. Click on the current or most recent year's enrollment.
7. Click **Delete** and then **OK** when the warning appears.
8. Open last year's enrollment and change the end status to on of the appropriate codes of 120-190.
9. Click **Save**.

For more information, contact the AIM Help Desk at 1- 877-464-6681 or

Submit an AIM Help Desk Ticket