



AIM QUICK FIXES



Summer Transfers

SCENARIO: Student leaves a district over the summer – transfers out of state.

FIX: Delete 11-12 enrollment, change 10-11 End Date.

Choose Year 11-12 and a school.

Click the **Search** tab. *Search for a:* **Student**.
Enter the student's last name and click **Go**.

From the *Search Results* select the student.

The screenshot shows the search results for 'Carroll, Jason M'. The 'Person Information' section includes fields for Name, Nickname, Gender, Race/Ethnicity, State, and Birth Date. The 'Enrollments' section is visible at the bottom, showing a table with columns for Edit, Grade, Type, Calendar, Start Date, and End Date.

The screenshot shows the 'Enrollment Editor' for Jason M. Carroll. The 'Enrollment Editor' table has columns for Edit, Grade, Type, Calendar, Start Date, and End Date. The 'General Enrollment Information' section shows the current enrollment for '11-12 Cascade School 2' with a start date of 08/31/2011 and an end date of 06/02/2011. The 'End Status' is set to '02: Continued enrollment same school, no interruption'.

Click the **Enrollments** tab.

Open the 11-12 record. Click **Delete**.

Open the 10-11 enrollment record. Change the End Status to reflect the transfer.

Click **Save**.

The screenshot shows the 'Enrollment Editor' for Jason M. Carroll after a transfer. The 'Enrollment Editor' table shows the 10-11 enrollment record selected. The 'General Enrollment Information' section shows the current enrollment for '10-11 Cascade School 2' with a start date of 08/25/2010 and an end date of 06/02/2011. The 'End Status' is set to '180: Transfer to a school out of state'.