



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.

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**.