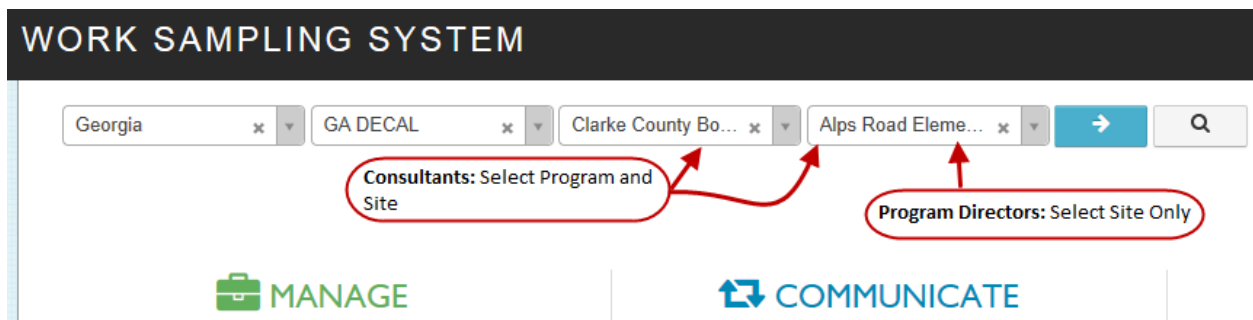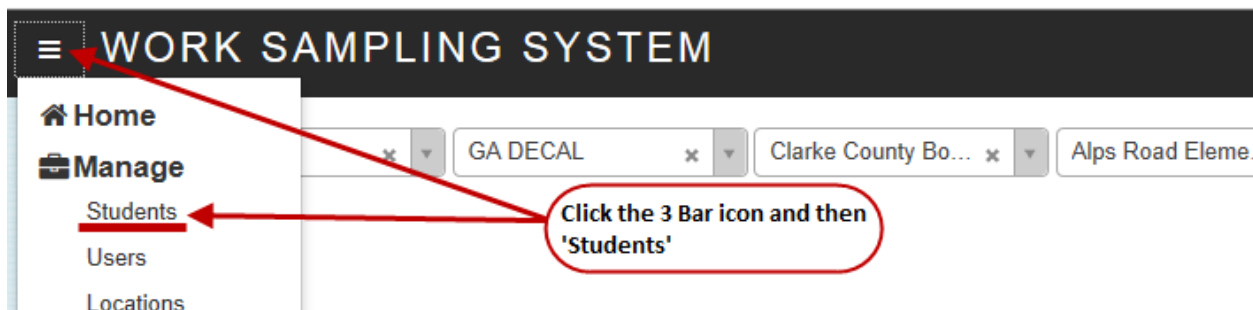# HOW TO TRANSFER A STUDENT
(Updated 12/29/15)

As a WSO administrator, you have the capability to transfer a student to another class/teacher as needed. However, there is a difference in your transfer rights based on whether you are a Consultant, a Program Director, or a Site Director. As a <u>Consultant,</u> you can transfer a student to any program/site/class within WSO. As a <u>Program Director,</u> you can ONLY transfer a student to another site/class within your own program. As a <u>Site Director,</u> you can ONLY transfer a student to another class within your site (school).

In our examples below, we will use the fictitious student Johnny Appleseed who will be initially located in the Clarke County BOE program at Alps Road Elementary. To execute a transfer, follow the instructions below and refer to the corresponding screen prints:

1) Once logged into WSO, <u>CONSULTANTS</u> should choose the Program and Site from the drop down fields where the student to be transferred is currently located. <u>PROGRAM DIRECTORS</u> will be defaulted to their program and will only be able to choose a site. Similarly, <u>SITE DIRECTORS</u> will be defaulted to their site/school.

2) Next click the '3 Bar' icon and then click the Students link under the 'Manage' heading.

3) **When the students display:**
    a. **Click the arrow next to the student to be transferred**
    b. **Click the blue 'Manage Location' button**
    c. **Click 'Transfer' from the dropdown options**

4) **When the TRANSFER STUDENT(S) pop up screen displays, choose the Brand (Georgia only option), Organization (DECAL only option), Program, and Site, and Class to which the student is to be transferred (in the example, Clarke County BOE; Barnett Shoals Elementary; Class 66660 (T Bond). THEN….click the blue 'Transfer' button. NOTE: Program Directors can only select a site within their program and Site Directors can only select a class at their school.**

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NOTE: You can confirm a successful transfer by repeating Step #2 at the student's new location and ensuring she/he is listed as a student.