

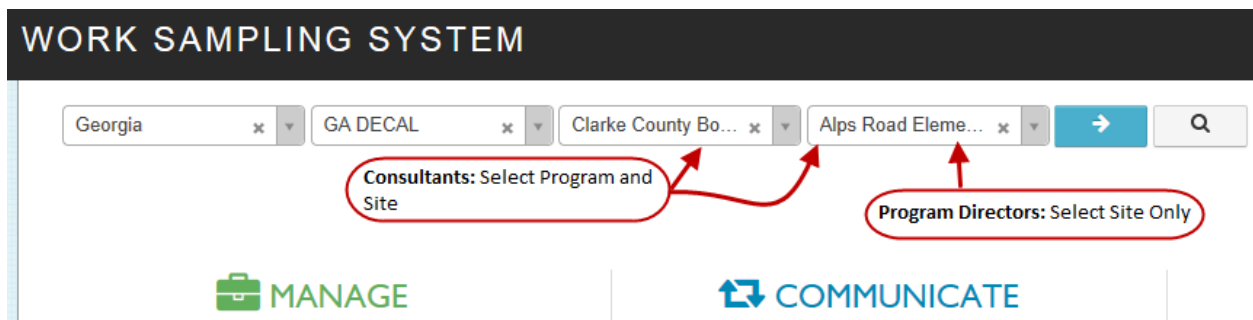
HOW TO TRANSFER A STUDENT

(Updated 12/29/15)

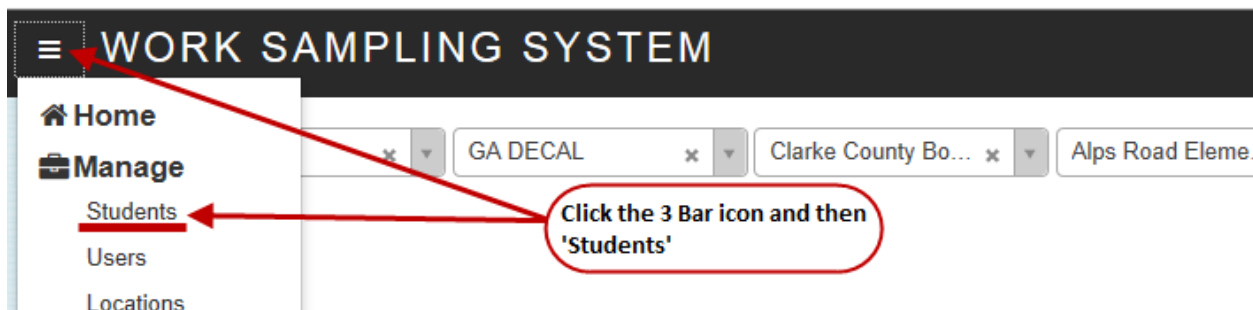
As a WSO administrator, you have the capability to transfer a student to another class/teacher as needed. However, there is a difference in your transfer rights based on whether you are a Consultant, a Program Director, or a Site Director. As a Consultant, you can transfer a student to any program/site/class within WSO. As a Program Director, you can **ONLY** transfer a student to another site/class within your own program. As a Site Director, 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, CONSULTANTS should choose the Program and Site from the drop down fields where the student to be transferred is currently located. PROGRAM DIRECTORS will be defaulted to their program and will only be able to choose a site. Similarly, SITE DIRECTORS will be defaulted to their site/school.



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



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- 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

The screenshot shows the 'MANAGE STUDENTS' interface. At the top, there is a search bar and a 'History' button. Below the search bar is a table with columns: First Name, Last Name, Birthday, Grade, and Status. Two students are listed: Zion and Johnny Appleseed. A red arrow points from the search bar to the 'Manage Location' button. Another red arrow points from the 'Manage Location' button to a dropdown menu that is open, showing options: Transfer, Add To Class, and Remove from Class. A third red arrow points from the 'Transfer' option to the student row for Johnny Appleseed.

✓	First Name	Last Name	Birthday	Grade	Status
✓	Zion			Preschool 4	Active
✓	Johnny	Appleseed	09/09/2010	Preschool 4	Active

- 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.**

The screenshot shows the 'TRANSFER STUDENT(S)' pop-up screen. It has five dropdown menus with red arrows pointing to them from labels on the right. The labels are: Brand: Georgia (Field seen only by Consultant), Organization: DECAL (Field seen only by Consultant), Program: Consultant (choose program); Program Director (program defaulted), Site: Consultant and Program Director (choose site); Site Director (site defaulted), and Class: Consultant, Program Director, and Site Director (choose class/teacher). At the bottom, there is a blue 'Transfer' button and a grey 'Cancel' button. A red oval with an arrow points to the 'Transfer' button, containing the text: 'Click the 'Transfer' button to complete the transaction.'

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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.