

PowerSchool

District

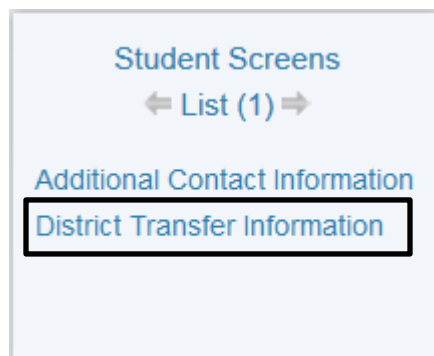
Transfer

Approvals

1. On the Start Page, search for the desired student.
2. Click **Custom Screens** under the Information heading on the left toolbar.



3. Click **District Transfer Information** on the left toolbar.



4. The **District Transfer Information** screen will appear. Complete the following fields.
 - a. **Transfer Type** – Use the pull down menu to choose whether this student is an In District Transfer or an Out of District Transfer
 - b. **School of Residence** – Type in the name of the school where the student actually resides
 - c. **Transfer Approval Date** – Type in the date that the transfer was approved
 - d. **Transfer Ending Date** – Type in the date that the transfer ends
 - e. **Tuition** – Use the pull down menu to choose whether this student pays or does not pay tuition (for Out of District Transfer students only)
 - f. **Employee Dependent** – Use the pull down menu to choose whether the student is a dependent of a MCPS Employee or not (for Out of District Transfer students only)

District Transfer Information

EMES	
Transfer Type	Out of District Transfer ▾
School of Residence	Dublin Elementary School
Transfer Approval Date	09/01/2013
Transfer Ending Date	06/20/2014
Tuition	Tuition Paid ▾
Employee Dependent	MCPS Employee Dependent ▾

5. Click **Submit**

To Search for a school's District Transfer Students:

1. On the Start Page, click **Stored Searches**.

Start Page

Search

Students Staff Parents District Students

View Field List How to Search

Browse Students

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
PK4 K 1 2 3 4 5 6 7 8 9 10 11 12 M F All Current Selection (1)

Other Options

Enroll New Student **Stored Searches** Stored Selections

2. Click **Run Search** beside of the stored search named **District Transfer Students**.

Stored Searches

Name of Stored Search	Perform Search Now
District Transfer Students	Run Search

New

3. The Group Functions page will appear. At the top of the page you will see the number of students at your school that are tagged as District Transfer Students.

Group Functions

Current student selection **87**

4. To see a list of these students, click on the [blue number](#).

Current student selection 87

5. To create a list of these students to print, click **List Students** on the Group Functions page.

Group Functions

Current student selection: 87

Function	Description
Attendance Change	Changes attendance records for one or many days for currently selected students.
Batch Address Validation	Perform batch address validation.
Batch Boundary Validation	Perform batch boundary validation.
Counselor's Screen	Shows student pages for currently selected students.
Data Validation Report	Performs a check for invalid data in specified fields against the current selection.
Enrollment Summary	Reports grade and ethnicity breakdown for currently selected students.
Export Using Template	Uses a template to exports data on currently selected students.
Fee Functions	Performs fee functions.
Graduation Plan Selection	Set the Graduation Plans for the selected students.
Graduation Progress Report	Creates a printable graduation progress report for the selected students.
Graduation Progress Summary	View summary of graduation plan progress against specified requirements.
ID/Password Assignment	Assigns sign in, lunch IDs and passwords for currently selected students.
Immunization Compliance	Searches students by immunization compliance, exemptions, and doses.
Invalid Requests	Lists student requests which are invalid due to course prerequisites.
LDAP Directory Synchronization	Synchronize PowerSchool Sign In IDs with an LDAP directory server.
List Students	Prints a quick list of currently selected students.

6. The Student List page will appear. Complete the following fields.
- a. **Report Title** – Type in the name of the Report (such as District Transfer Students)
 - b. **Row 1** – Click on **Fields** and choose **LastFirst**. Click in the Column Title field and type **Student Name**.
 - c. **Row 2** – Click on **Fields** and choose **TRNS_Transfer_Type**. Click in the Column Title field and type **Transfer Type**.
 - d. **Row 3** – Type in **[39]Abbreviation** in the Field Name. Click in the Column Title field and type **Current School**.
 - e. **Row 4** – Click on **Fields** and choose **TRNS_Transfer_Approval_Date**. Click in the Column Title field and type **Approval Date**.
 - f. **Row 5** – Click on **Fields** and choose **TRNS_Transfer_Ending_Date**. Click in the Column Title field and type **Ending Date**.
 - g. **Row 6** – Click on **Fields** and choose **TRNS_Tuition**. Click in the Column Title field and type **Tuition**.
 - h. **Row 7** – Click on **Fields** and choose **TRNS_Employee_Dependent**. Click in the Column Title field and type **Employee Dependent**.
 - i. **Row 8** – Click on **Fields** and choose **TRNS_School_of_Residence**. Click in the Column Title field and type **School of Residence**.
 - j. **Padding In Each Cell** – Leave this field blank
 - k. **# Rows In Between Breaks** – Enter **0**
 - l. **Other Options** – Click the checkbox beside of **Gridlines** (you may choose to click the checkbox beside of Export to export the list to an Excel spreadsheet instead of printing it).
 - m. **Optional: Sort Field Name** – Enter **LastFirst** in the first field
 - n. Click **Submit**

See the following page for a screen shot

Student List - 87 students will be listed

Report Title (shown at top of page): District Transfer Students

Col	Fields	Field Name	Column Title
1.	Fields	LastFirst	Student Name
2.	Fields	TRNS_Transfer_Type	Transfer Type
3.	Fields	[39]Abbreviation	Current School
4.	Fields	_Transfer_Approval_Date	Approval Date
5.	Fields	TRNS_Transfer_Ending_	Ending Date
6.	Fields	TRNS_Tuition	Tuition
7.	Fields	TRNS_Employee_Depend	Employee Depen
8.	Fields	TRNS_School_of_Reside	School of Reside
9.	Fields		
10.	Fields		

Padding In Each Cell (in points)

Rows In Between Breaks

Other Options Gridlines Export

Optional: Sort Field Name	Direction
LastFirst	>
	>
	>

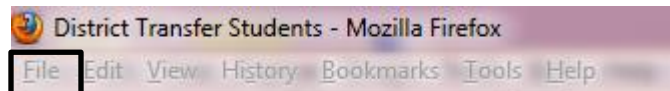
7. The following page will appear, listing your District Transfer Students.

District Transfer Students

Blacksburg Middle School

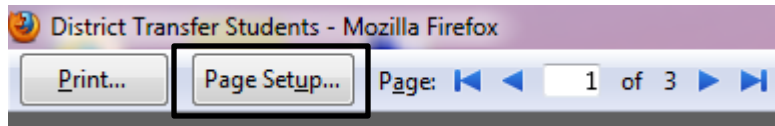
Student Name	Transfer Type	Current School	Approval Date	Ending Date	Tuition	Employee Dependent	School of Residence
	In District Transfer	BMS	7/12/2010				KES
	In District Transfer	BMS	8/14/2012	6/3/2012			CMS
	In District Transfer	BMS	7/25/2007				CPS
	In District Transfer	BMS	7/1/2011				KES

8. To print this list, click **File** on the toolbar at the top of the Firefox browser.

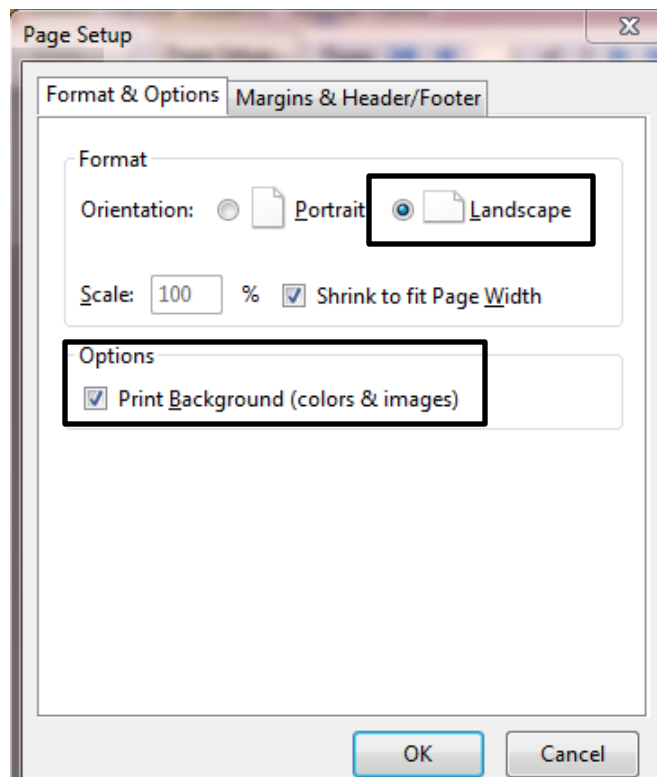


9. Click **Print Preview**

10. Click **Page Setup** on the toolbar at the top of the page.



11. Choose **Landscape** for the Orientation and click the checkbox beside of **Print Background (colors & images)** in the Options box. Click OK.



12. Click **Print** on the toolbar at the top of the page.

