

Grouping Matrix

How to transfer students.

- Transferring students can only be done by a District Admin/Specialist.
- Students can only be transferred to another school within the same district.

Follow these steps to transfer students:

Step 1- Select 'Transfer Students' link from the Activities menu.



Step 2- Select the school the student is transferring from.



<u>System Admin Home</u> > <u>Maryland</u> > <u>*Really Great Reading Demo</u> > Transfer Students

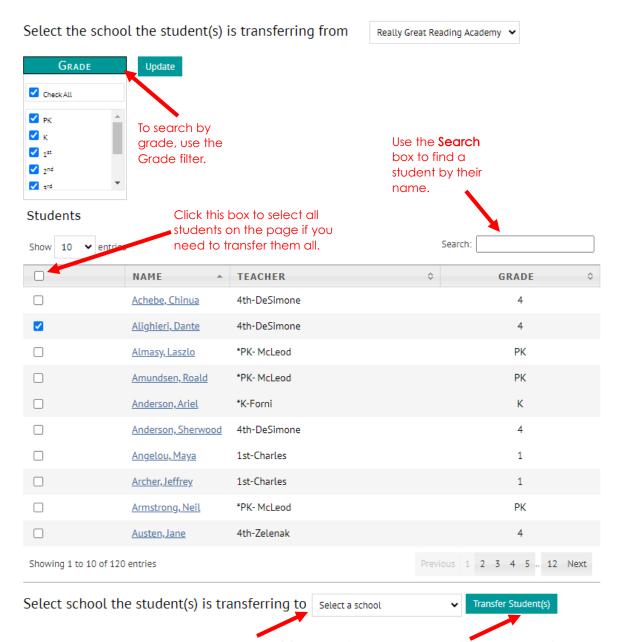
Transfer Students

Select the school the student(s) is transferring from



Step 3- Select the student(s) who need to be transferred.

Transfer Students



Step 4- Select the school the student(s) is transferring to and click the Transfer Student(s) button.

Step 5 – Confirm the transfer.

