

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.

[System Admin Home](#) > [Maryland](#) > [*Really Great Reading Demo](#)

*Really Great Reading Demo Schools List

School	Students (2023/2024)	Action
Really Great Reading Academy	120	  
Transfer Middle School	0	  

[District Admin/Specialist List](#) [Getting Started Guide](#)



Logged in as: **Administrator**
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ACTIVITIES
[ADD NEW SCHOOL](#)
[TRANSFER STUDENTS](#)
[BATCH IMPORT STUDENTS](#)

VIEWS
[SCHOOL LIST](#)
[USER REPORT](#)

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

[System Admin Home](#) > [Maryland](#) > [*Really Great Reading Demo](#) > [Transfer Students](#)

Transfer Students

Select the school the student(s) is transferring from

Really Great Reading Academy ▼

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

Transfer Students

Select the school the student(s) is transferring from

Really Great Reading Academy ▾

GRADE

☒ Check All

☒ PK

☒ K

☒ 1st

☒ 2nd

☒ 3rd

Update

To search by grade, use the Grade filter.

Use the **Search** box to find a student by their name.

Students

Show 10 ▾ entries

Click this box to select all students on the page if you need to transfer them all.

Search:

<input type="checkbox"/>	NAME	TEACHER	GRADE
<input type="checkbox"/>	Achebe, Chinua	4th-DeSimone	4
<input checked="" type="checkbox"/>	Alighieri, Dante	4th-DeSimone	4
<input type="checkbox"/>	Almasy, Laszlo	*PK- McLeod	PK
<input type="checkbox"/>	Amundsen, Roald	*PK- McLeod	PK
<input type="checkbox"/>	Anderson, Ariel	*K-Forni	K
<input type="checkbox"/>	Anderson, Sherwood	4th-DeSimone	4
<input type="checkbox"/>	Angelou, Maya	1st-Charles	1
<input type="checkbox"/>	Archer, Jeffrey	1st-Charles	1
<input type="checkbox"/>	Armstrong, Neil	*PK- McLeod	PK
<input type="checkbox"/>	Austen, Jane	4th-Zelenak	4

Showing 1 to 10 of 120 entries

Previous 1 2 3 4 5 ... 12 Next

Select school the student(s) is transferring to

Select a school ▾

Transfer Student(s)

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

Step 5 – Confirm the transfer.

The screenshot shows a web application interface. In the background, there is a table with a header row labeled 'GRADE'. Below the header, there are several rows containing the grade '4', 'PK', and 'K'. A modal dialog box titled 'Confirm' is overlaid on the table. The dialog box contains the text 'Are you sure you want to transfer the selected student(s)?' and two buttons at the bottom: 'Yes' and 'No'.

GRADE
4
4
PK
PK
K
4

Confirm

Are you sure you want to transfer the selected student(s)?