Transfer Process

The enrolment system offers the ability to conduct transfers fully online between various schools. Period(s) will be created to facilitate the transfer process, where parent(s) can request a transfer for their student. Once parent(s) have submitted a transfer request, we can then view the appropriate dashboard and proceed with processing.

(1) Log into your staff account on the Parent Portal (https://parents.sd42.ca)
(2) Navigate to Administration -> Enrolment where we can see the Period Dashboard.

(3) Select the appropriate transfer period from the dashboard in the selected school year.

Registration Period Dashboard

Select School Year: 2021/2022 - Current Year

Period Name	Grades	✳	🏠	📄	⑦	#	✂	✓	➡	⇄	➡
Kindergarten Registration - Sibling Phase	KF	0	0	0	0	0	0	0	0	0	0
Kindergarten Registration - Choice Phase	KF	0	0	0	0	0	0	0	0	0	0
Kindergarten Registration - General Phase	KF	0	0	0	0	0	0	0	0	0	0
Kindergarten Registration - Late Phase	KF	0	0	0	0	0	0	0	0	0	0
Kindergarten Registration - Open Phase	KF	0	0	0	0	0	0	0	0	0	0
Withdraw student from School District 42	KF, 01, 02, 03, 04, 05, 06…	0	0	0	0	0	0	0	0	0	5
New to District Student Registration for …	KF, 01, 02, 03, 04, 05, 06…	0	0	0	0	0	0	0	0	0	0
New to District Student Registration for …	08, 09, 10, 11, 12	0	0	0	0	0	2	0	2	0	0
Transfer Request for Students Grade K-7 (…	KF, 01, 02, 03, 04, 05, 06…	0	0	0	0	0	0	0	0	0	0
Transfer Request for Students Grade 8-12 …	07, 08, 09, 10, 11, 12	0	0	0	0	0	0	0	0	1	0

(4) From the enrolment grid, we can identify transfers using the status icons on the left-hand side. Please note the <mark>highlighted</mark> states are clickable and launch the "Manage Transfer" popup. This process is covered below.

<mark>New Transfer Request</mark> - This identifies a new transfer request at the current school. Hovering over this icon displays the description in a tooltip.

Current School Approved - This identifies a transfer request which has been approved at the current school and is awaiting action from the requested school. Hovering over this icon displays the description in a tooltip.

<mark>Pending Requested School Approval</mark> - This identifies a transfer request which has been approved at the current school and is awaiting action from the requested school. Hovering over this icon displays the description in a tooltip.

Awaiting District Office Approval - This identifies a transfer request which has been approved at the outgoing school and is awaiting confirmation from the District Office. ***This only occurs in periods that are district managed***. Hovering over this icon displays the description in a tooltip.

Awaiting District Office Approval - This identifies a transfer request which has been approved at the incoming school and is awaiting further approval from the District Office. ***This only occurs in periods that are district managed***. Hovering over this icon displays the description in a tooltip.

Requested School Approved - This identifies a transfer request which has been approved at the requested school and is awaiting further action from the current school. Hovering over this icon displays the description in a tooltip.

<mark>Pending Current School Completion</mark> - This identifies a transfer request which has been approved at the requested school and is awaiting further action from the current school. Hovering over this icon displays the description in a tooltip.

Current School Complete - This identifies a transfer request which has been completed at the current school and identifies the student as outgoing. Hovering over this icon displays the description in a tooltip.

Transfer Request Complete - This identifies a transfer request which has been completed at the outgoing school and identifies the student as incoming at their requested school. Hovering over this icon displays the description in a tooltip.

Request Cancelled - This identifies the transfer request as having been cancelled. Hovering over this icon displays the description in a tooltip.

- **New Transfer Request -** This is the first status of the transfer process*, and only shows on the current schools' dashboard*. The current school can view the transfer request, including a requested transfer date and reason (this is configured when the period is created and is optional) and process the transfer accordingly. Clicking on this icon (or the "Manage Transfer" button in the details grid) launches the Manage Transfer window.
    - *Student Name* - This is the name of the transferring student
    - *Student Number* - This is the student number of the transferring student
    - *Current School* - This is the current school of the transferring student
    - *Current Grade* - This is the current grade of the transferring student
    - *Student Address* - Hovering over "Hover to view" will present the student address in a tooltip
    - *Catchments* - Hovering over "Hover to view" will present the student catchment schools
    - *Requested School* - This is the requested school program of the transferring student
    - *Requested Start Date* - This is the requested start date at the requested school. This field may not appear unless the period is configured to show it
    - *Transfer Reason* - This is the reason for requesting a transfer. This field may not appear unless the period is configured to show it
    - *Siblings* - If siblings are present, hovering over "Hover to view" will present the list in a tooltip, otherwise there will be "No Siblings Listed"
    - *Approve Transfer* - Clicking this moves the transfer along to the next state, where the requested school must approve the incoming transfer to their school
    - *Decline* - Clicking this stops the transfer request, and no further action is required

Manage Transfer - James Potter				×
Student Transfer Request				
Student Name	**Potter, James**		Student Number	**1234567**
Current School	**Samuel Robertson Technical Sec**		Current Grade	**10**
Student Address	**Hover to View**		Catchments	**Hover to View**
Requested School	**Maple Ridge Secondary -- French**			
Requested Start Date	**Oct 29, 2021**			
Transfer Reason	**Would like to learn French**			
Siblings	**Hover to View**			

Close   Approve Transfer   Decline

- **Current School Approved** - Once the current school has approved the transfer, the status icon changes. This now signifies that the student transfer is in progress and has been processed from the current (or outgoing) school. There are no further actionable tasks for the outgoing school to perform at this stage

- **Pending Requested School Approval** - This is the first time a transfer request appears on the requested schools' dashboard. It signifies an approval of the transfer request from the outgoing school and calls attention to the incoming school of actions required. Clicking on this icon (or the "Edit Registrant" button in the details grid) launches the Manage Transfer window. All the information on this popup is the same as on the initial transfer popup, with one additional feature
  - ○ *Add to Waitlist* - This will add the student to your schools' waitlist if you are unable to accommodate the transfer at the current time. ***Please note that adding this to your schools' waitlist will end the registration process and complete this form.***

- **Requested School Approved** - Once the incoming school has approved the transfer, the status icon is changed, moving the process forward.

Manage Transfer - James Potter   ✕

Student Transfer Request			
Student Name	**Potter, James**	Student Number	**1234567**
Current School	**Samuel Robertson Technical Sec**	Current Grade	**10**
Student Address	**Hover to View**	Catchments	**Hover to View**
Requested School	**Maple Ridge Secondary -- French**		
Requested Start Date	**Oct 29, 2021**		
Transfer Reason	**Would like to learn French**		
Siblings	**Hover to View**		

Request Reviewed by Merali Zeeyan on Sep 27, 2021

Close

- **Pending Current School Completion** - Once both schools have approved the initial request, there are actionable items the outgoing school needs to complete.
  - These tasks include ensuring the textbooks have been collected, and the SIS information has been updated to reflect the status of the student transfer.
  - Please visit the MyEducationBC website for guidance on the transfer process.

Manage Transfer - James Potter   ✕

Student Transfer Request			
Student Name	**Potter, James**	Student Number	**1234567**
Current School	**Samuel Robertson Technical Sec**	Current Grade	**10**
Student Address	**Hover to View**	Catchments	**Hover to View**
Requested School	**Maple Ridge Secondary -- French**		
Requested Start Date	**Oct 29, 2021**		
Transfer Reason	**Would like to learn French**		
Siblings	**Hover to View**		

Office Use	
☐	Outstanding textbooks collected from transferring student
☐	MyEDBC updated with student transfer information

Request Reviewed by Merali Zeeyan on Sep 27, 2021

Close   **Complete Transfer**

- **Current School Complete** - Once the outgoing school has completed the necessary steps to finalize the transfer, the dashboard identifies this request as having been completed and the student is marked as outgoing from their current school. There are no remaining action items related to this request.
    - Please visit the MyEducationBC website for guidance on next steps in the transfer process.

- **Transfer Request Complete** - The transfer request is now complete. All necessary steps to facilitate the transfer of the student from their outgoing school to their incoming school have been completed. There are no remaining action items related to this request.

Should you require any further assistance, or have any questions, please reach create an IT Helpdesk ticket, or reach out to the Help Desk directly.