

# Request Enrollment Transfer

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To move a student to your organization/school, you must send a request to the student's current organization/school.






## Step-by-Step

You can choose to read or watch the instructions below.



Read It

(Click  to view image)

1. From **Setup**, select **Work Requests**. 
2. Click **Select Tasks**, select **Request / Delete Enrollment Transfer**, and click **Start**. 
3. Type and select the student details to search for a student to transfer, and click **Search**.  *Fill in the required fields with the exact information that the student file contains.*
4. Under **Change Enrollment To**, select the organization to which you want to transfer the student. 
5. Click **Send Request**. 



Watch It

### Effects

#### ▼ Email Notifications

If your program is configured to do so, the system sends an email notification to the organization from which you requested the student transfer.

### What's Next?

#### ▼ To complete the transfer...

The student's current organization/school must authorize your request. After the organization/school authorizes your request, you receive an email with the transfer status, and PearsonAccess<sup>next</sup>

▼ After the organization/school approves the request...

All student test information and demographics are visible to your school and not to the original school.

transfers the student to the requested organization.

▼ (Optional) You can delete the request...

If you no longer need to transfer a student:

1. From **Setup**, select **Work Requests**.
2. Click the **Work Type** filter and select **Enrollment Transfer**.
3. Select an enrollment request(s).
4. Click **Select Tasks**, click **Request / Delete Enrollment Transfer**, and click **Start**.
5. Select the enrollment request, and click **Delete**.

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