

Authorize Enrollment Transfer

On this page:

[General Information](#) [Prerequisites](#) [Instructions](#) [Effects](#)

Search


To move a student from your organization/school, you must authorize the transfer request from the new organization/school.

Prerequisites

▼ View pending enrollment approvals...

From the header bar or the Setup menu.

From the header bar:

1. Click the red bell icon .
2. Select **Transfer Requests**.

From the Setup menu:

1. Select **Work Requests**.
2. Click the **Work Type** filter and select **Enrollment Transfer**.


All transfer requests display. *To view all related requests by transfer status, click the **Status** filter, and select a transfer status.*






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 the **Work Type** filter and select **Enrollment Transfer**. 
3. Select an enrollment transfer request(s). 
4. Click **Select Tasks**, select **Approve / Reject Enrollment Transfer**, and click **Start**. 
5. Review the enrollment request and **Approve** or **Reject**. 



Watch It

Effects

After you approve the request, all student test information and demographics appear to the new school and are not visible to the original school.

[Back to the top](#)