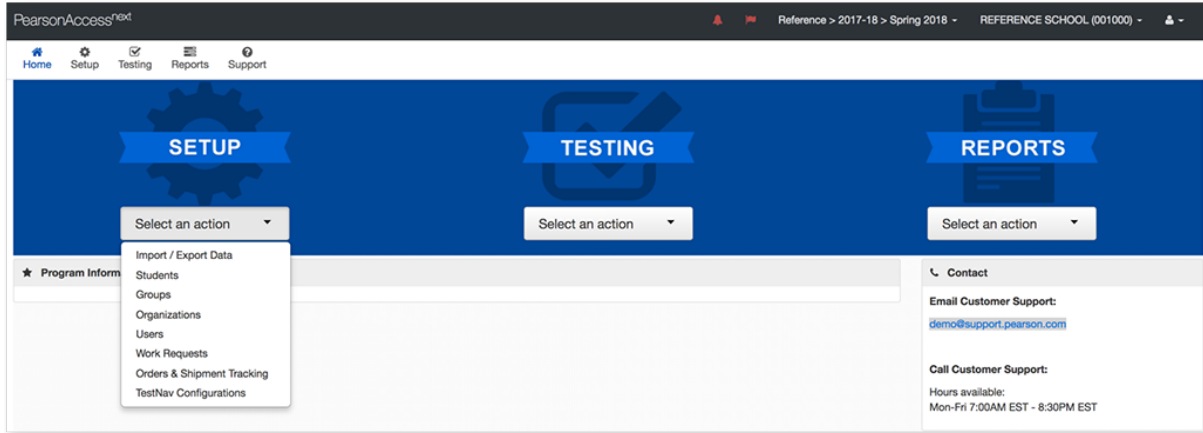


Request Enrollment Transfer

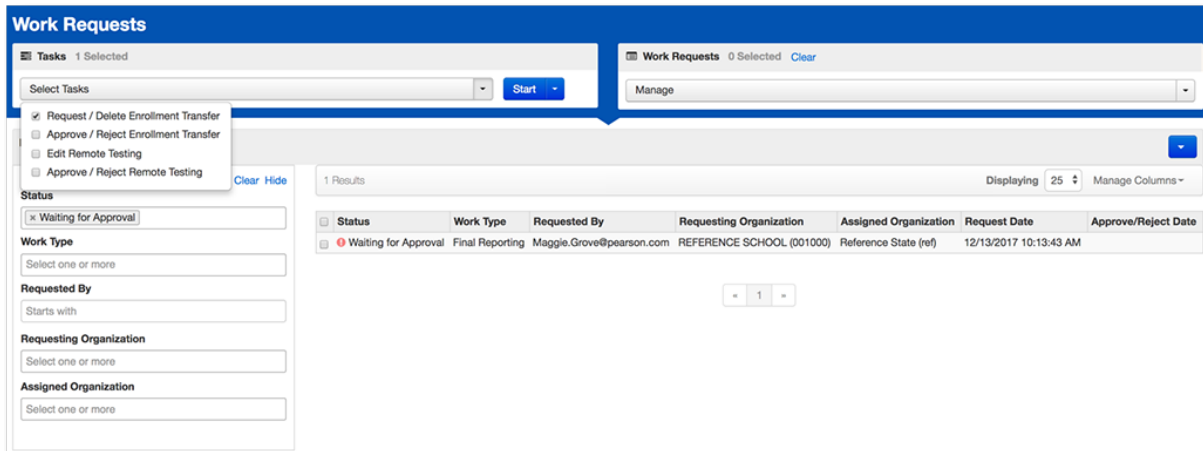
To move a student to your organization/school, you must send a request to the student's current organization/school.

Step-by-Step

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**.

Request / Delete Enrollment Transfer

ENROLLMENT TRANSFERS (0)

Create Enrollment Transfer

DETAILS

New Enrollment Transfer

Student Code*
2234567894

Last Name*
BAKER

First Name*
DENISE

Middle Name/Initial

Date of Birth*
01/01/2000

* Required

Search

Fill in the required fields with the exact information that the student file contains.

- Under **Change Enrollment To**, select the organization to which you want to transfer the student.

ENROLLMENT TRANSFERS (0)

Create Enrollment Transfer

DETAILS

New Enrollment Transfer

Student Code*
2234567894

Last Name*
BAKER

First Name*
DENISE

Middle Name/Initial

Date of Birth*
01/01/2000

Student found. Enter the new organization below.

Change Enrollment From
DEMO SCHOOL 2 (010002)

Change Enrollment To*

Select Organization

- AZ SCHOOL 1 (000099)
- DEMO SCHOOL 1 (010001)
- DEMO SCHOOL 2 (010002)
- VID ORG (123456)

Privacy Policy

- Click **Send Request**.

DETAILS

New Enrollment Transfer [Send Request](#) [Reset](#)

Student Code*
2234567894

Last Name*
BAKER

First Name*
DENISE

Middle Name/Initial

Date of Birth*
01/01/2000

Student found. Enter the new organization below. x

Change Enrollment From
DEMO SCHOOL 2 (010002)

Change Enrollment To*

* Required

[Send Request](#) [Reset](#)

Video

- ✓ [Watch the step-by-step instructions...](#)

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.

- ✓ [After the organization/school approves the request...](#)

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

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^{next} 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**.