Authorize Enrollment Transfer

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

Prerequisites

From the header bar or the Setup menu.

From the header bar:

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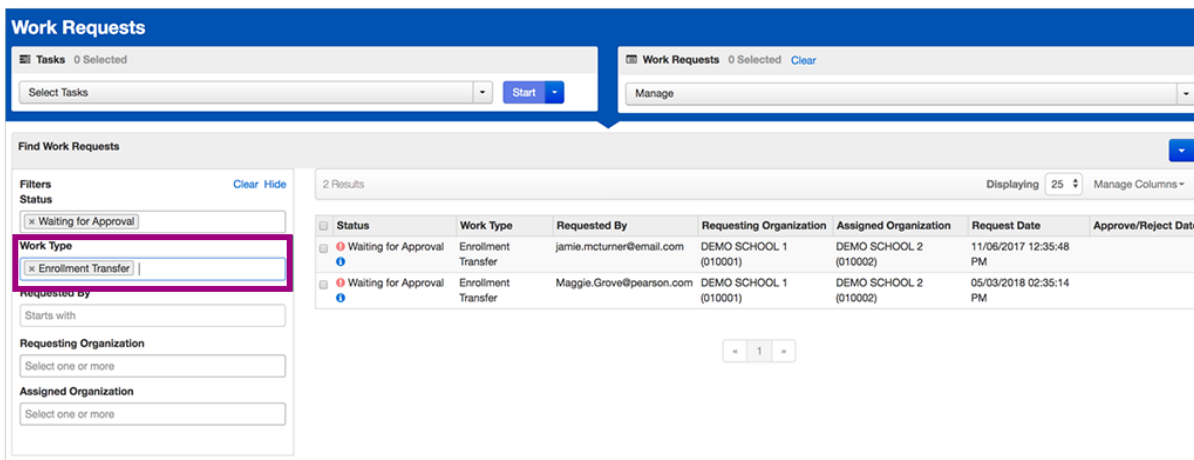2. Select **Transfer Requests**.

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

1. From **Setup,** select **Work Requests**.
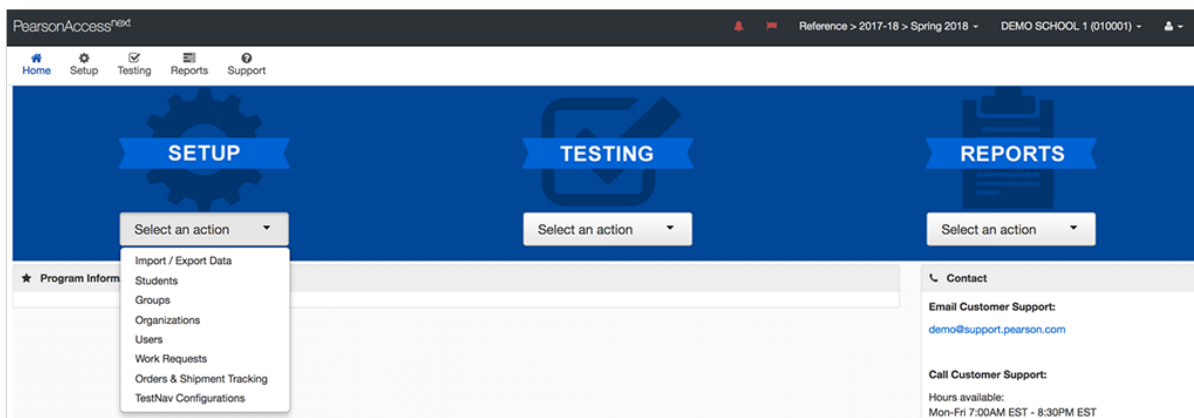
2. Click the **Work Type** filter and select **Enrollment Transfer.**

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**.

Video

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.