# **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.

PearsonAccess <sup>ner</sup>	dt.	🌲 📁 Reference > 2017-18 > Sp	ring 2018 - DEMO SCHOOL 1 (010001) - 🛔 -
Home Setup Te	esting Reports Support		
	SETUP	TESTING	REPORTS
* Program Inform	Select an action  Import / Export Data Students	Select an action 🔻	Select an action  Contact
	Groups Organizations Users Work Requests		Email Customer Support: demo@support.pearson.com
	Orders & Shipment Tracking TestNav Configurations		Call Customer Support: Hours available: Mon-Fri 7:00AM EST - 8:30PM EST

2. Click the Work Type filter and select Enrollment Transfer.

Work Requests							
El Tasks 0 Selected			🗇 Work Requ	uests 0 Selected Clear			
Select Tasks		• Start	• Manage				•
Find Work Requests							
Filters Clear Hide Status	2 Results					Displaying 25 \$	Manage Columns -
× Waiting for Approval	Status	Work Type	Requested By	Requesting Organization	Assigned Organization	Request Date	Approve/Reject Date
Work Type	<ul> <li>Waiting for Approval</li> </ul>	Enrollment Transfer	jamie.mcturner@email.com	DEMO SCHOOL 1 (010001)	DEMO SCHOOL 2 (010002)	11/06/2017 12:35:48 PM	
Kequested by	<ul> <li>Waiting for Approval</li> </ul>	Enrollment Transfer	Maggie.Grove@pearson.com		DEMO SCHOOL 2 (010002)	05/03/2018 02:35:14 PM	
Starts with							
Requesting Organization				к 1 н			
Select one or more							
Assigned Organization							
Select one or more							

3. Select an enrollment transfer request(s).

Tasks 0 Selected				
Select Tasks			• Star	t 💌
Find Work Requests				
Filters Clear Hide Status	2	Results		
× Waiting for Approval	0	Status	Work Type	Request
Work Type X Enrollment Transfer	•	<ul> <li>Waiting for Approval</li> </ul>	Enrollment Transfer	jamie.mo
Requested By	8	<ul> <li>Waiting for Approval</li> </ul>	Enrollment Transfer	Maggie.
Starts with		-		
Requesting Organization				
Select one or more				
Assigned Organization				
Select one or more				

4. Click Select Tasks, select Approve / Reject Enrollment Transfer, and click Start.

Tasks 1 Selected						
Select Tasks				- Star	-	
Request / Delete Enrollment Transfer     Approve / Reject Enrollment Transfer     Edit Remote Testing						
<ul> <li>Approve / Reject Remote Testing</li> <li>Status</li> </ul>	Clear Hide	2 Results				
× Waiting for Approval	_		Status	Work Type	Requeste	
Work Type × Enrollment Transfer		•	Waiting for Approval	Enrollment	jamie.mct	
				Transfer		
Requested By		8	<ul> <li>Waiting for Approval</li> </ul>	Enrollment Transfer	Maggie.Gr	
Starts with						

5. Review the enrollment request and Approve or Reject.

DETAILS						
LASTNAME14, FIRSTNAME14 (AA14)	Approve Reject					
State Student Identifier*	Work Request Status					
Last or Surname*	Waiting for Approval					
LASTNAME14 First Name*	Request Received 2015-10-29					
FIRSTNAME14 Middle Name						
Birthdate*						
Change Enrollment From TESTSCHOOL (AR-1234567-1111111) Change Enrollment To						
						FRANKLIN SCH 1 (AR-7654321-1234567) Relect Enrollment Transfer Reason
Approve Reject						
	LASTNAME14, FIRSTNAME14 (AA14) State Student Identifier AA14 Last or Sumame* LASTNAME14 First Name* First Name* First Name# Birthdate* 2005-01-01 Change Enrollment From TSTSCHOOL (AR-1284567-111111) Change Enrollment To FRAVKLIN SCH 1 (AR-7654321-1284567) Reject Enrollment Transfer Reason					

#### 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.