

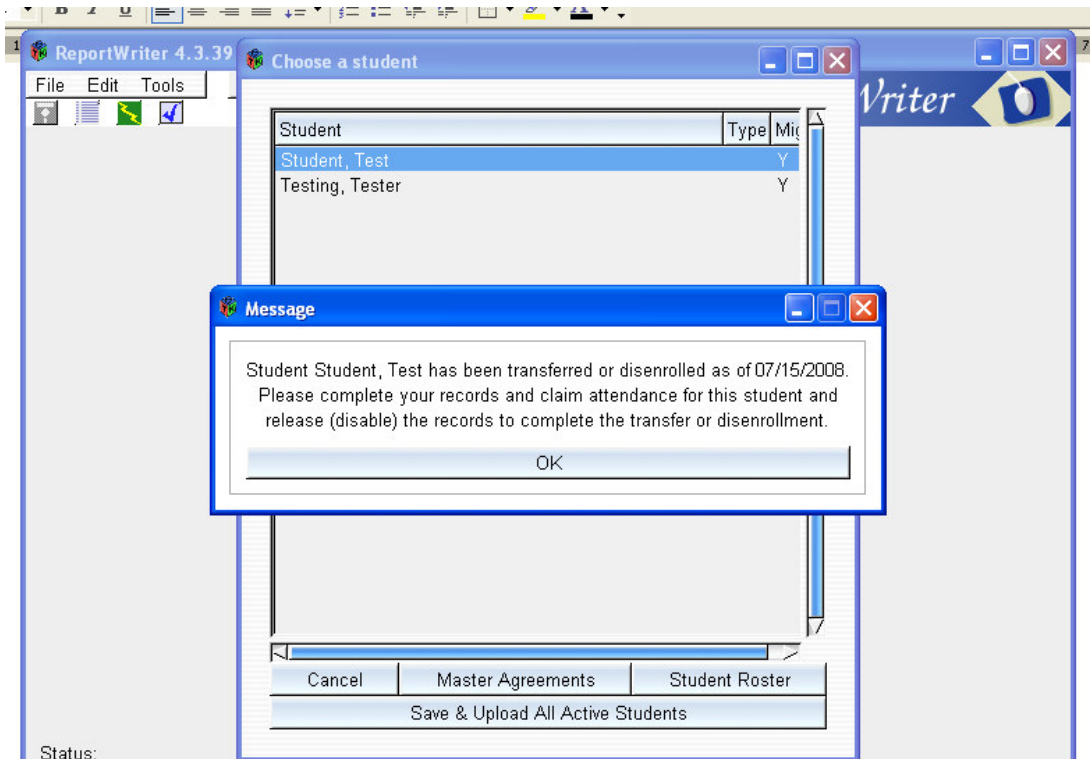


- Interdistrict Transfers - Teacher at Original School

* School Pathways SIS continues to grow! As we add to the product the manual will change and the changes will be posted on our web site at www.schoolpathways.com under the PRODUCT INSTRUCTION/DEMONSTRATION link.

To use School Pathways SIS most efficiently, it's best to set your browser to Firefox instead of Internet Explorer. To download Firefox go to www.getfirefox.com. It's a very quick and simple download and it won't affect your current browser use. For help setting this up, give us a call @ 866.200.6936.

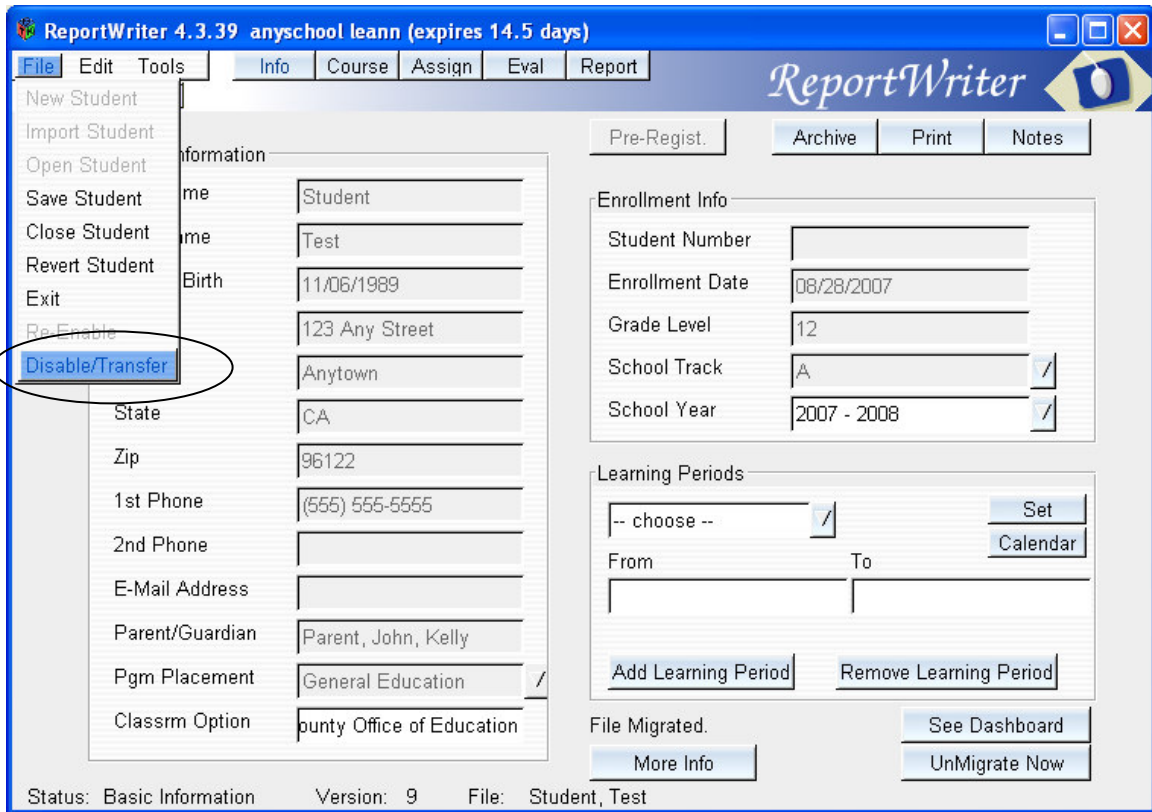
1. When the Administration Office has dis-enrolled a student from your school to be transferred to another school, you will receive the following message when you open that student in ReportWriter:



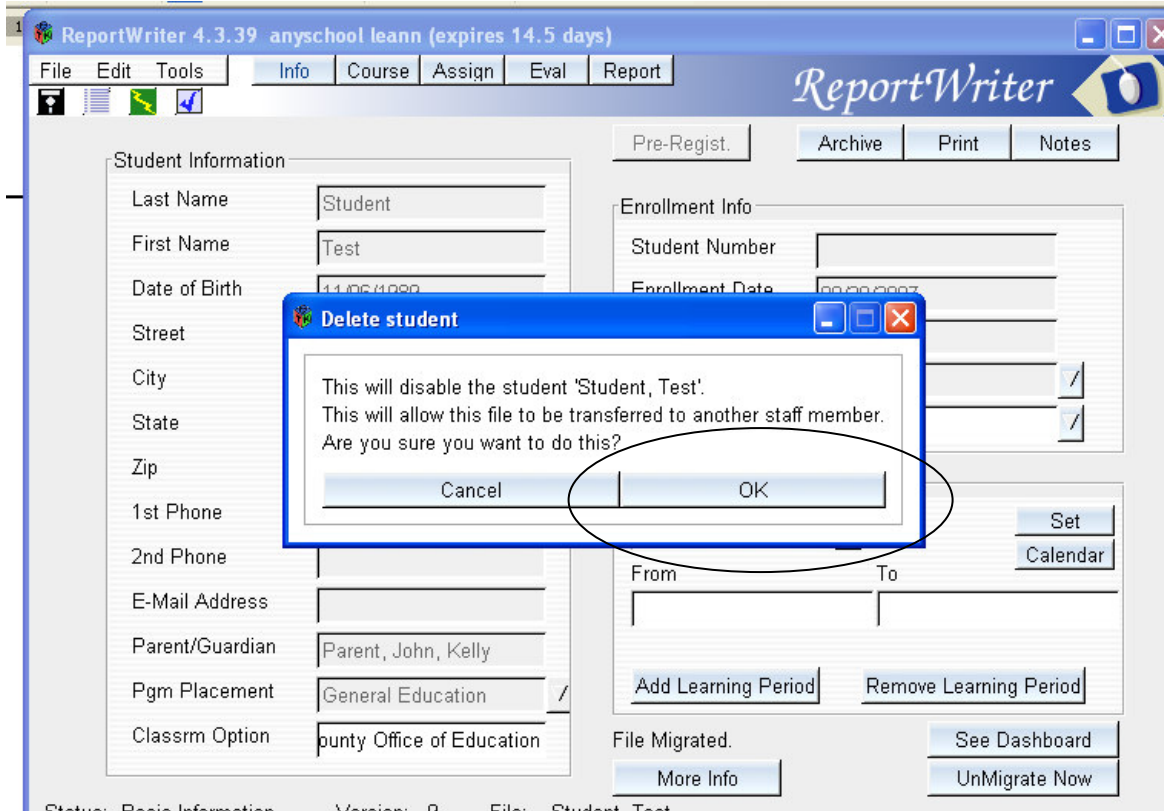
Click on OK after reading the message.

2. Claim any attendance and finish/print/finalize any reports needed.

3. Go to the Info tab for that student. Click on "File" then "Disable/Transfer":



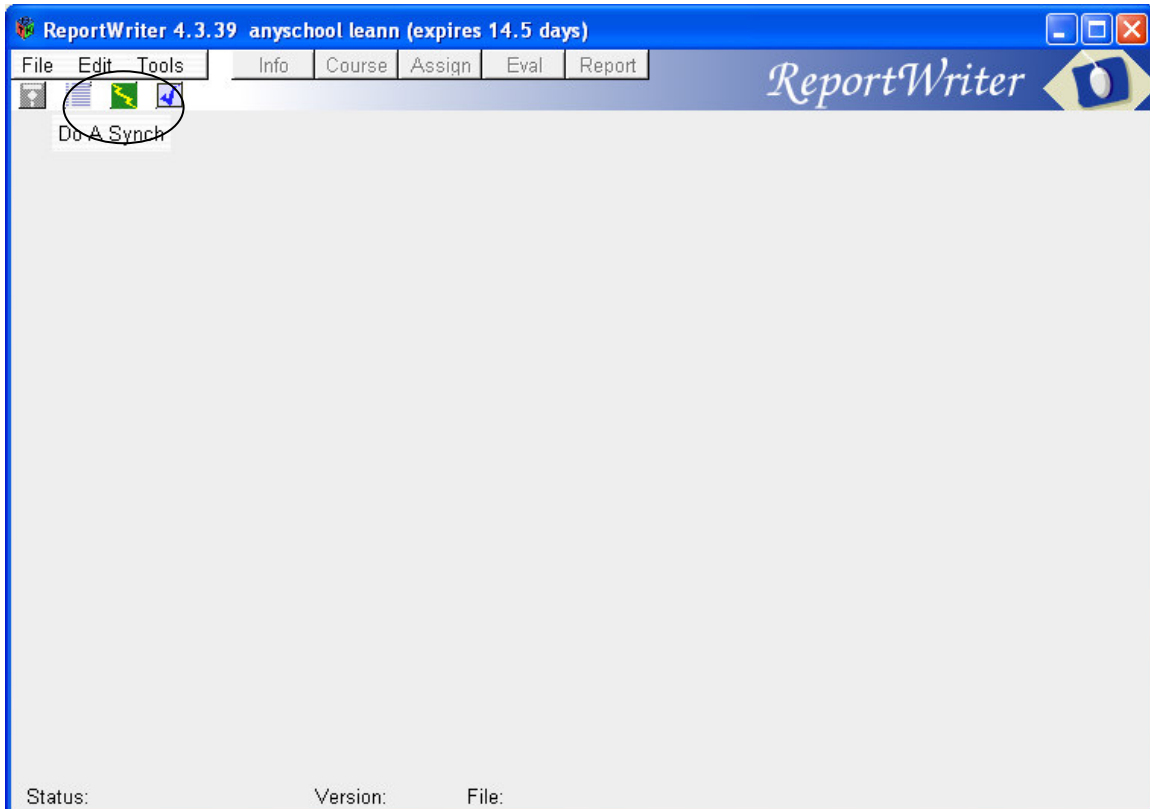
4. Click on "OK":



5. Click on "OK" again:



6. Click on the Green Icon, Do A Synch - complete a full synch. You can skip the courses. You can do more than one disable/transfer and complete the synch one time at the end.



7. Email or call your Student Records office to alert them you have completed the process.