




- Interdistrict Transfers - Administration at New School

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. Go to Administration > Student Info >> Inter-District Transfers:

2. You will see a list of students that were sent to your school. Click on "Retrieve Now" for a student:

SchoolPathways SIS 

Home | Site Home | Administration | Learning Center | My Pages | Staff Info | Parents | Help | Logout

Transfer Students to/from Another Scope

Retrieve Sent


Sent From	Student	Sent	Status	Action
anyschool	Student, Test	07/16/2008	Not Yet Picked Up	Retrieve Now

[Embedded Files](#)

Login: leann School: milestone 7/16/2008 - 10:41:24 am Page: </admin/registration/transfer.php>

If you see a dark gray list with the word 'redo RW,' these can be ignored unless you know the teacher in ReportWriter in the original school did not update ReportWriter files before transferring the student and synchronizing.

- Complete the following to retrieve the file:
 - Choose the teacher you wish to send the file to.
 - Only type in CONFIRM if you **DO NOT WISH** to transfer ReportWriter files (assignments, report cards, ect). Otherwise, just leave that box blank.
 - Choose the student's graduation type.
 - Review the transcript information and make any changes needed.
 - Once finished, click on "Transfer Student".

SchoolPathways SIS 

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Transfer Students to/from Another Scope

Retrieve Sent

ReportWriter file destination

Send ReportWriter file to:

Confirm: *If you decide not to import the ReportWriter file, you must confirm this by typing CONFIRM (in all caps) before pressing the "Import" button.

Transcript Info by Semester

Student Graduation Type:

Schoolyear	<input type="text" value="2006 - 2007"/>	Gradelevel	<input type="text" value="09"/>
School	<input type="text" value="Milestone Charter Schoc"/>	Period Title	<input type="text" value="Fall Semester"/>

Row Orig Mode * Title Grade CrdAtt CrdEm CrdCat

SIS - Credit Requirements - School Pathway... - School Pathways SIS -

Transcript Info by Semester

Student Graduation Type: High School: General Education

Schoolyear	2006 - 2007	Gradelevel	09					
School	Milestone Charter School	Period Title	Fall Semester					
Row	Orig	Mods	* ap cp h ag lb o v pf r	Title	Grade	CrdAtt	CrdErn	CrdCat
1				English 9	A	5	5	English
2				Algebra 1	B	5	5	Math Year 1
Schoolyear	2006 - 2007	Gradelevel	09					
School	Anytown High School	Period Title	Fall Semester 2					
Row	Orig	Mods	* ap cp h ag lb o v pf r	Title	Grade	CrdAtt	CrdErn	CrdCat
1				Biology	C	5	5	Life Science
Schoolyear	2007 - 2008	Gradelevel	12					
School	AnySchool	Period Title	Semester 1					
Row	Orig	Mods	* ap cp h ag lb o v pf r	Title	Grade	CrdAtt	CrdErn	CrdCat
1				Economics	A-	5	0	Economics
2				English 12	B-	5	0	English
3				Algebra 2	B	5	0	Math Year 2
4				Advanced Biology	A	5	0	Life Science

Transfer Student

4. The program will confirm the transfer was successful. Click on "Proceed to view student" to view the student's dashboard and enter in the enrollment dates:

SchoolPathways SIS

Home | Site Home | Administration | Learning Centers | My Pages | Staff Info | Parents | Help | Logout

Transfer Students to/from Another Scope

Retrieve Sent

Transfer successful. [Proceed to view student](#)

[Embedded Files](#)

Login: leann School: milestone 7/17/2008 - 11:45:38 am Page: /admin/registration/transfer.php

5. Choose "Edit" from Student Enrollment History:

Home | Site Home | Administration | Learning Center | My Pages | Staff Info | Parents | Help | Logout

Student Dashboard

Printable

Student Information

Name Student, Test Grd SSID
 Gender **M** Birthdate **11/06/1989** Local ID **66650**
 Legacy ID None
 Home Phone **(555) 555-5555** Cell
 E-mail

Physical Address
123 Any Street
Anytown, CA 96122

Mailing Address
123 Any Street
Anytown, CA 96122

Parents / Guardian

Name	Relationship
John Parent (Lives With)	
Kelly Parent (Lives With)	

Emergency Card

Attendance History

No attendance has ever been claimed for this student.

Staff Association History

Staff Member	Start	Finish
File Migration: Has no RW file associated.		

Student Enrollment History

Track	Start	Finish	Grd	Att	Program
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Create ReportWriter File

This student does not currently have a migrated ReportWriter file.

If a ReportWriter file does not exist for this student, use the "**File => Import Student**" option in ReportWriter to create a new ReportWriter file (without any Master Agreements or Assignments)

Transcript Record

Click on "Create new enrollment record":

SchoolPathways SIS

Home | Site Home | Administration | Learning Center | My Pages | Staff Info | Parents | Help | Logout

Search | List | Registration | Enrollment | Staff Assoc | Discipline | Classes | Med | Accom | Transcripts | Cume | Dashboard

Student Enrollment

Test Student	Grade: 12	Local ID: 66650	Student Statewide ID: Not Assigned
123 Any Street	Age: 18	Gender: M	Date of Birth: 11/06/1989
Anytown, CA 96122	Parent(s): Parent, John, Kelly		
555-555-5555			

Concurrent Enrollment/Program History

[Modify Programs List](#)

Exp	Dates	Exit	Track	Att	Grade	Learning Center	Program	Grad Reqs	A-G	Edit
<i>Student has no enrollment history</i>										

* Rows shown in red should have an Exit code given, but none has been specified.
 * Rows in grey indicate a non-attendance program.

[Global Student Notes](#)

Login: leann School: milestone 7/17/2008 - 11:52:02 am Page: /admin/registration/enroll.php

Enter in the enrollment details, then "Save Record":

SIS - Student Enrollment - School Path...

Create New Enrollment Record

You are creating this student's first enrollment record.
 All available pre-registration information is shown below (entered in page 1 of student basic information):

Anticipated Start Date:		Anticipated Learning Center:	
Anticipated Grad Requirement:		Anticipated Educational Program:	

Set enrollment information below and click Save when done

Start *	07/17/2008
Finish	<input type="text"/> (End this program enrollment)
Number of times retained:	0
Learning Center: *	Test Site
Track: *	A
Program: *	+ Independent Study Records with a "+" in front enable attendance.
Gradelevel: *	12
Graduation Requirement: *	High School: General Education (Required for 9th graders and above)
Interdistrict:	<input type="checkbox"/> Incoming student from a CA school district that has voluntarily sought and subsequently received a transfer permit to attend the school district
State Exit Code: View All *	- Select - (Arrows+ Enter to see reasons) You must select a State Exit Code if a Finish date is given.
A - G:	<input type="checkbox"/> Student graduating having met A - G requirements.

Next Previous Highlight all

6. Click on "Set Staff":

SIS - **Student Enrollment - School Path...**

Search | List | Registration | Enrollment | Staff Assoc | Discipline | Classes | Med | Accom | Transcripts | Cume | Dashboard

Student Enrollment

Test Student	Grade: <u>12</u>	Local ID: <u>66650</u>	Student Statewide ID: <u>Not Assigned</u>
123 Any Street Anytown, CA 96122 555-555-5555	Age: <u>18</u>	Gender: <u>M</u>	Date of Birth: <u>11/06/1989</u>
Parent(s): <u>Parent, John, Kelly</u>			

Concurrent Enrollment/Program History

Create new enrollment record Modify Programs List

(Last modified by LeAnn Reeves on 07/17/2008 11:54am)

Exp	Dates	Exit	Track	Att	Grade	Learning Center	Program	Grad Reqs	A-G	Edit
	07/17/2008 - Current		A	IS	12	Test Site	Independent Study	General Education	-	<input type="button" value="Edit"/>
<input type="button" value="Add"/>	Dates	Special Program							<input type="button" value="Edit"/>	
No special program or service for this enrollment record										

* Rows shown in red should have an Exit code given, but none has been specified.
 * Rows in grey indicate a non-attendance program.

Login: leann School: milestone 7/17/2008 - 11:54:44 am Page: /admin/registration/enroll.php

Click on "Add New Assignment":

SIS - Assign Primary Staff for Student ...

SchoolPathways SIS

Home | Site Home | Administration | Learning Center | My Pages | Staff Info | Parents | Help | Logout

Search | List | Registration | Enrollment | **Staff Assoc** | Discipline | Classes | Med | Accomm | Transcripts | Cume | Dashboard

Assign Primary Staff for Student

Test Student	Grade: <u>12</u>	Local ID: <u>66650</u>	Student Statewide ID: <u>Not Assigned</u>
123 Any Street Anytown, CA 96122 555-555-5555	Age: <u>18</u>	Gender: <u>M</u>	Date of Birth: <u>11/06/1989</u>
Parent(s): <u>Parent, John, Kelly</u>			

Teacher Associations History

Not Migrated
 Migrated File

Add new Assignment

Teacher	Starting	Ending	Status	Edit
<i>No assignments have ever been made for this student</i>				

This is the last step of Enrolling a student. When you are done, you can use the "Finish" button to complete the process and enroll another student.

Back Finish

Global Student Notes Embedded Files

Next Previous Highlight all

Choose the teacher and enter in the Starting Date - "Save Record":

SchoolPathways SIS

Home | Site Home | Administration | Learning Center | My Pages | Staff Info | Parents | Help | Logout

Search | List | Registration | Enrollment | **Staff Assoc** | Discipline | Classes | Med | Accomm | Transcripts | Cume | Dashboard

Assign Primary Staff for Student

Test Student	Grade: <u>12</u>	Local ID: <u>66650</u>	Student Statewide ID: <u>Not Assigned</u>
123 Any Street Anytown, CA 96122 555-555-5555	Age: <u>18</u>	Gender: <u>M</u>	Date of Birth: <u>11/06/1989</u>
Parent(s): <u>Parent, John, Kelly</u>			

Creating new staff assignment record

Cancel Save Record

Working with:	Reeves, LeAnn
Starting:	07/17/2008
Ending:	<input type="text"/> (Leave blank if student is currently enrolled with this teacher)

Cancel Delete Save Record

7. Have the teacher complete a synch in ReportWriter to pick up the files.