

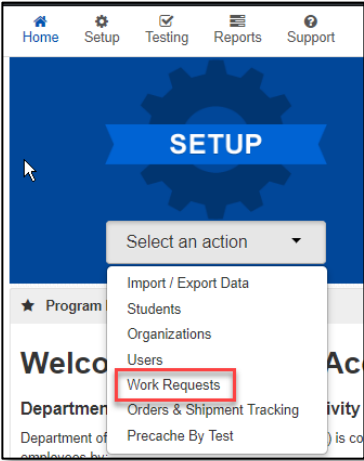
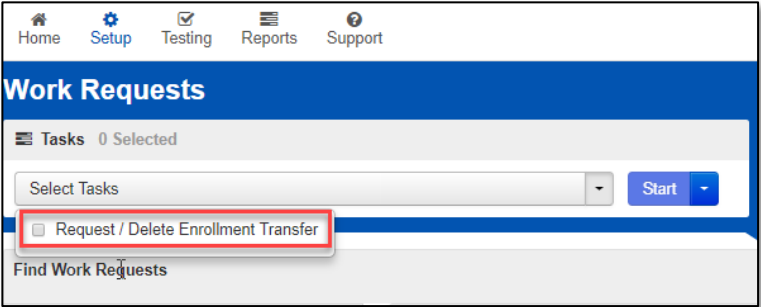
# Transfer Student Guidance

## Introduction

The purpose of this document is to provide information on how to use PearsonAccess Next to manage students who transfer schools. Transfer requests are initiated by the school that is receiving the transfer student and are approved by DoDEA HQ.

This document will first show how to submit a request and then how to track the status of an existing request.

### Submitting a Transfer Request:

| Steps                                                                                                                                                                                  | Screenshots                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Select <b>Work Requests</b> from the <b>Setup</b> dropdown.</p> <p><b>Note:</b> These steps will be completed by a coordinator at the school the student is transferring to.</p> |  A screenshot of the PearsonAccess Next application interface. At the top, there is a navigation bar with icons for Home, Setup, Testing, Reports, and Support. Below this, a large blue banner with a gear icon and the word 'SETUP' is visible. A dropdown menu is open, showing a list of actions: 'Import / Export Data', 'Students', 'Organizations', 'Users', 'Work Requests', 'Orders & Shipment Tracking', and 'Precache By Test'. The 'Work Requests' option is highlighted with a red rectangular box. |
| <p>2. Next, select <b>Request / Delete Enrollment Transfer</b> from the <b>Select Task</b> dropdown.</p>                                                                               |  A screenshot of the PearsonAccess Next 'Work Requests' page. The page has a blue header with the title 'Work Requests'. Below the header, there is a section for 'Tasks' with '0 Selected'. A dropdown menu labeled 'Select Tasks' is open, showing a list of tasks. The task 'Request / Delete Enrollment Transfer' is selected and highlighted with a red rectangular box. Below the dropdown, there is a 'Start' button and a 'Find Work Requests' search bar.                                             |

3. Enter all required fields and click **Search**.

Note: for security reasons, all fields must match exactly.

Tasks for Work Requests

Request / Delete Enrollment Transfer

ENROLLMENT TRANSFERS (0)

+ Create Enrollment Transfer

DETAILS

New Enrollment Transfer

State Student Identifier\*

5649654992

Last or Surname\*

BILL

First Name\*

GRAF

Middle Name

Birthdate\*

02/04/2019

\* Required

Search

4. If a matching student is found a green success message will show.

Note: See step 6 for guidance on what to do if a match is not found.

Tasks for Work Requests

Request / Delete Enrollment Transfer

ENROLLMENT TRANSFERS (0)

+ Create Enrollment Transfer

DETAILS

New Enrollment Transfer

State Student Identifier\*

5649654992

Last or Surname\*

GRAF

First Name\*

BILL

Middle Name

Birthdate\*

02/04/2019

Student found. Enter the new organization below.

Change Enrollment From

PEARSON SCHOOL2 (DD-PEAR-654565)

Change Enrollment To\*

Select Organization

\* Required

Send Request Reset

5. Select the correct school from the **Change Enrollment To** dropdown and click **Send Request**

Change Enrollment From  
PEARSON SCHOOL2 (DD-PEAR-654565)

Change Enrollment To\*

Select Organization

PEARSON SCHOOL (DD-PEAR-999999)

PEARSON SCHOOL2 (DD-PEAR-654565)

6. If a matching student is not found in the system, a red error message will show.

This indicates the student does not currently exist within any school in PearsonAccess Next. Add the student to Aspen and the record will be automatically created in PAN by DoDEA HQ.

Tasks for Work Requests

Request / Delete Enrollment Transfer

**Error**  
Student not found

ENROLLMENT TRANSFERS (0)

Create Enrollment Transfer

DETAILS

New Enrollment Transfer

State Student Identifier\*  
23439889389

Last or Surname\*  
TOM

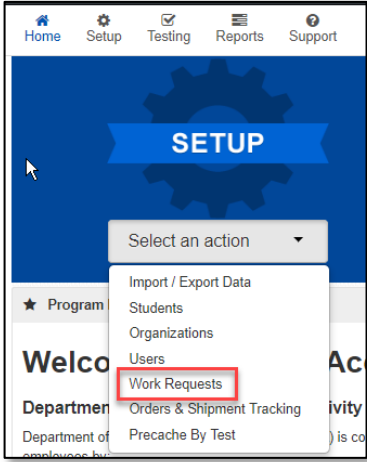
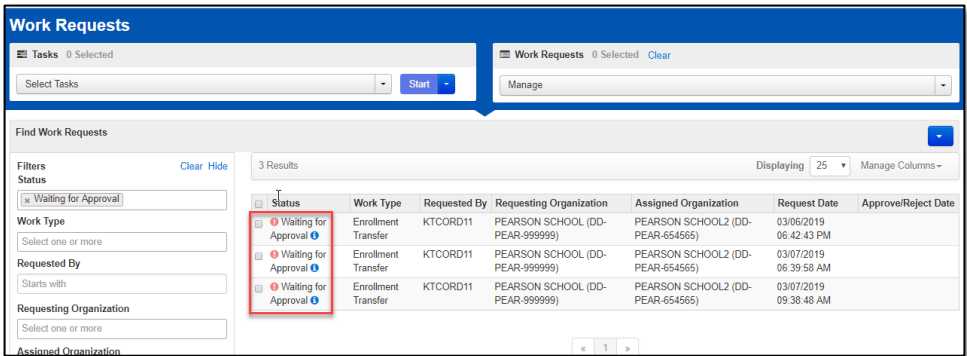
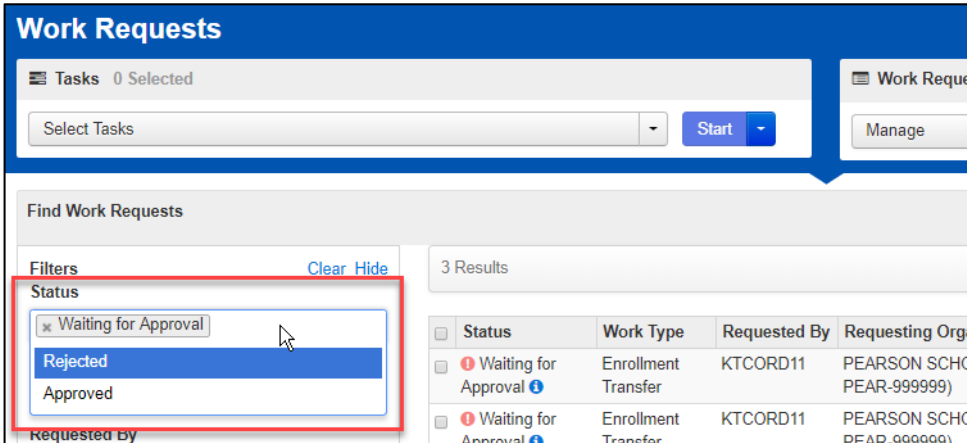
First Name\*  
SMITH

Middle Name

Birthdate\*  
02/02/1984

\* Required

**Check the status of an existing request:**

| Steps                                                                                                              | Screenshots                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |                                 |                                  |                         |                       |              |                     |                      |                     |          |                                 |                                  |                        |  |                      |                     |          |                                 |                                  |                        |  |                      |                     |          |                                 |                                  |                        |  |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------------------------|----------------------------------|-------------------------|-----------------------|--------------|---------------------|----------------------|---------------------|----------|---------------------------------|----------------------------------|------------------------|--|----------------------|---------------------|----------|---------------------------------|----------------------------------|------------------------|--|----------------------|---------------------|----------|---------------------------------|----------------------------------|------------------------|--|
| <p>1. Select <b>Work Requests</b> from the <b>Setup</b> dropdown.</p>                                              |  <p>The screenshot shows the top navigation bar with 'Home', 'Setup', 'Testing', 'Reports', and 'Support'. The 'Setup' dropdown menu is open, showing options: 'Import / Export Data', 'Students', 'Organizations', 'Users', 'Work Requests' (highlighted with a red box), 'Orders &amp; Shipment Tracking', and 'Precache By Test'.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |                                 |                                  |                         |                       |              |                     |                      |                     |          |                                 |                                  |                        |  |                      |                     |          |                                 |                                  |                        |  |                      |                     |          |                                 |                                  |                        |  |
| <p>2. The page will automatically show requests that are pending approval.</p>                                     |  <p>The screenshot shows the 'Work Requests' page. The 'Find Work Requests' section has a filter for 'Status' set to 'Waiting for Approval'. A table displays 3 results:</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Work Type</th> <th>Requested By</th> <th>Requesting Organization</th> <th>Assigned Organization</th> <th>Request Date</th> <th>Approve/Reject Date</th> </tr> </thead> <tbody> <tr> <td>Waiting for Approval</td> <td>Enrollment Transfer</td> <td>KTCORD11</td> <td>PEARSON SCHOOL (DD-PEAR-999999)</td> <td>PEARSON SCHOOL2 (DD-PEAR-654565)</td> <td>03/06/2019 06:42:43 PM</td> <td></td> </tr> <tr> <td>Waiting for Approval</td> <td>Enrollment Transfer</td> <td>KTCORD11</td> <td>PEARSON SCHOOL (DD-PEAR-999999)</td> <td>PEARSON SCHOOL2 (DD-PEAR-654565)</td> <td>03/07/2019 06:39:58 AM</td> <td></td> </tr> <tr> <td>Waiting for Approval</td> <td>Enrollment Transfer</td> <td>KTCORD11</td> <td>PEARSON SCHOOL (DD-PEAR-999999)</td> <td>PEARSON SCHOOL2 (DD-PEAR-654565)</td> <td>03/07/2019 09:38:48 AM</td> <td></td> </tr> </tbody> </table> | Status       | Work Type                       | Requested By                     | Requesting Organization | Assigned Organization | Request Date | Approve/Reject Date | Waiting for Approval | Enrollment Transfer | KTCORD11 | PEARSON SCHOOL (DD-PEAR-999999) | PEARSON SCHOOL2 (DD-PEAR-654565) | 03/06/2019 06:42:43 PM |  | Waiting for Approval | Enrollment Transfer | KTCORD11 | PEARSON SCHOOL (DD-PEAR-999999) | PEARSON SCHOOL2 (DD-PEAR-654565) | 03/07/2019 06:39:58 AM |  | Waiting for Approval | Enrollment Transfer | KTCORD11 | PEARSON SCHOOL (DD-PEAR-999999) | PEARSON SCHOOL2 (DD-PEAR-654565) | 03/07/2019 09:38:48 AM |  |
| Status                                                                                                             | Work Type                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Requested By | Requesting Organization         | Assigned Organization            | Request Date            | Approve/Reject Date   |              |                     |                      |                     |          |                                 |                                  |                        |  |                      |                     |          |                                 |                                  |                        |  |                      |                     |          |                                 |                                  |                        |  |
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| <p>3. To view requests that have been approved or denied, change the filter to include the appropriate status.</p> |  <p>The screenshot shows the 'Work Requests' page with the 'Status' filter dropdown open. The dropdown menu is highlighted with a red box and shows three options: 'Waiting for Approval', 'Rejected', and 'Approved'. The 'Rejected' option is currently selected.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |              |                                 |                                  |                         |                       |              |                     |                      |                     |          |                                 |                                  |                        |  |                      |                     |          |                                 |                                  |                        |  |                      |                     |          |                                 |                                  |                        |  |