Change to CPS Transfer (Withdraw/Re-enroll) Process
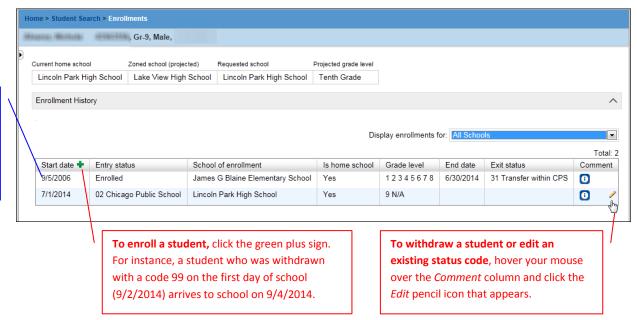
> **The CPS Transfer (Withdraw/Re-enroll) Process can NO LONGER take place on the same date in SIM;**
>
> **dates must now be consecutive.**
>
> - The "**Sending**" School is the school the student is leaving. The Sending School withdraws the student from their school, based on the last date of attendance submission for the student (to include suspensions, absences, etc.).
>
> - The "**Receiving**" School is the school to which the student is transferring. The Receiving School re-enrolls the student into their school, based on the first date of attendance submission for the student.
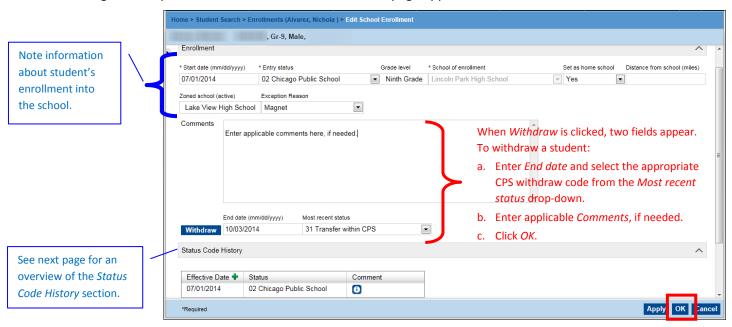
Overview of *Student Enrollment History* Page

1. Under the *Enrollment History* panel, note the following:

Note enrollment history is now listed by school, paired by the *Start date* and *End date* in that school.

To enroll a student, click the green plus sign. For instance, a student who was withdrawn with a code 99 on the first day of school (9/2/2014) arrives to school on 9/4/2014.

To withdraw a student or edit an existing status code, hover your mouse over the *Comment* column and click the *Edit* pencil icon that appears.

2. After clicking the *Edit* pencil icon, the *Edit School Enrollment* page appears. **S**croll down and **click** *Withdraw*.

Note information about student's enrollment into the school.

When *Withdraw* is clicked, two fields appear. To withdraw a student:

a. Enter *End date* and select the appropriate CPS withdraw code from the *Most recent status* drop-down.

b. Enter applicable *Comments*, if needed.

c. Click *OK*.

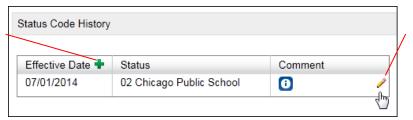See next page for an overview of the *Status Code History* section.
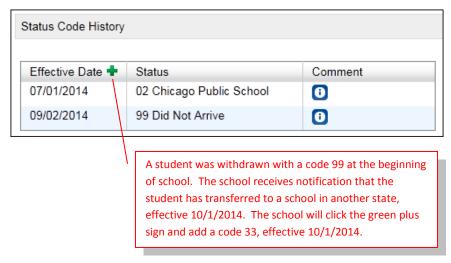
Overview of *Status Code History* Section

The *Status Code History* section lists the entry code and exit code (if applicable) for a particular school.

To add an additional status code, click the green plus sign.

To edit an existing status code, click the *Edit* pencil icon for the code in question.

Status Code History

Effective Date ✚	Status	Comment
07/01/2014	02 Chicago Public School	ⓘ

Example for <u>adding</u> an additional status code:

Status Code History

Effective Date ✚	Status	Comment
07/01/2014	02 Chicago Public School	ⓘ
09/02/2014	99 Did Not Arrive	ⓘ

A student was withdrawn with a code 99 at the beginning of school. The school receives notification that the student has transferred to a school in another state, effective 10/1/2014. The school will click the green plus sign and add a code 33, effective 10/1/2014.

Example for <u>editing</u> an existing status code:

Status Code History

Effective Date ✚	Status	Comment
07/01/2014	02 Chicago Public School	ⓘ
09/02/2014	99 Did Not Arrive	ⓘ

A student was withdrawn with a code 99 at the beginning of school. The school receives notification that the student has transferred to a school in another state, effective 8/5/2014. The school will edit the code 99 by clicking on the *Edit* pencil icon and changing it to a code 33, effective 8/5/2014.