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:

   - 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 For instance, a student who was withdrawn with a code 99 on the first day of school (9/2/2014) arrives to school on 9/4/2014.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. Scroll down and click Withdraw.

   - 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.
Overview of Status Code History Section

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

Example for adding an additional status code:

A student was withdrawn with a code 99 at the beginning of school.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 editing an existing status code:

A student was withdrawn with a code 99 at the beginning of school.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.