



MTSS Committee Member: Viewing Student Transfers

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MTSS: VIEWING STUDENT TRANSFERS

Step-by-Step Guide for Committee

This guide will take MTSS Committee members through the process of viewing a list of students who have transferred into their school.

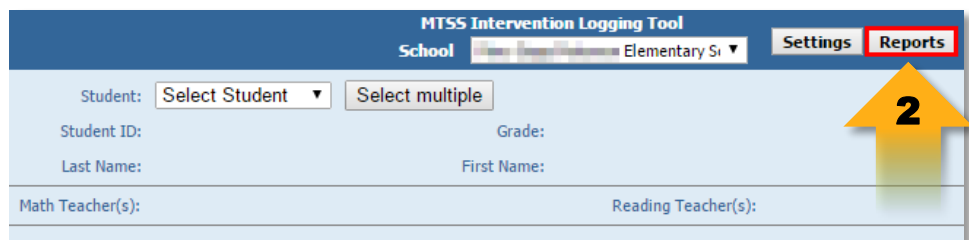
Navigate to the MTSS Tool

1. Log into your admin menu and click on "MTSS."



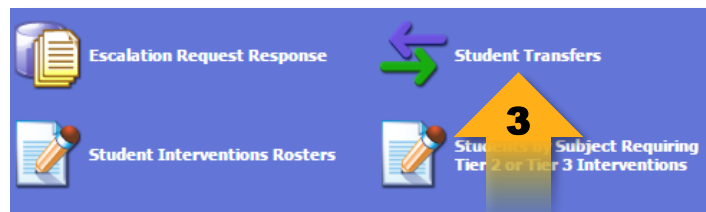
Navigate to Reports

2. Click on the "Reports" button at top right.



Open Transfer Report

3. Click on "Student Transfers."



View Transfer History

4. Be default, students will be sorted by the date they transferred into your school. Click on any column header to re-sort the list.

Transfer From SchoolID	Transfer From School Name	Transfer Date	Former Provider Name	Student ID	Student First Name	Student Last Name
609692	Neal F Simeon Career Academy High School					
609725	Morgan Park High School	3/9/2016				
609711	William Rainey Harper High School	2/23/2016				
609746	Kenwood Academy High School	2/12/2016				
609754	Chicago Military Academy High School	2/8/2016				