



Processing Transfer Students – for Staff SY 2223

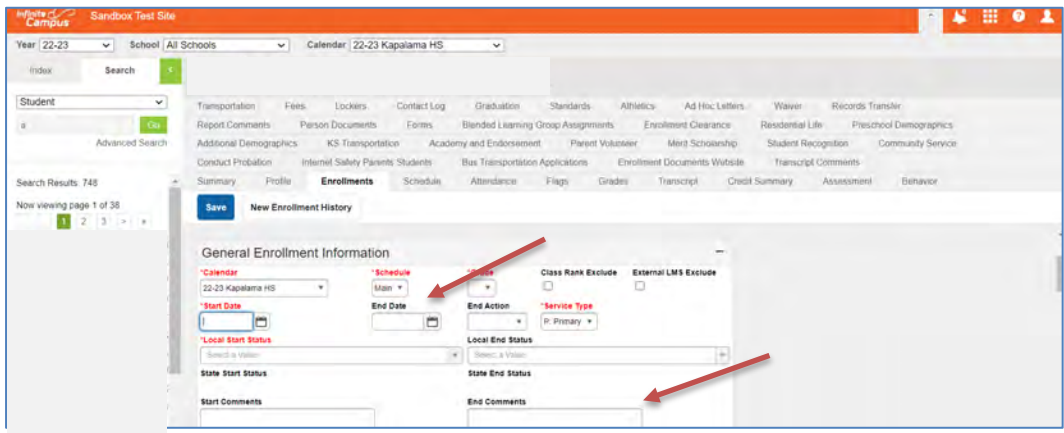
The screenshot shows the Infinite Campus interface. At the top, there are filters for Year (22-23), School (All Schools), and Calendar (22-23 Kapalama HS). Below these is a search bar with 'Student' entered. A red arrow points to the search bar. Below the search bar, there are various navigation tabs. A red arrow points to the 'Person Information' tab. The main content area displays 'Person Information' for a student with PersonID 8755. The name is Aana Kiz Zeptanah, Gender is M, and Race/Ethnicity is E Native Hawaiian.

1. Outgoing Registrar –
 - a. Search for student.

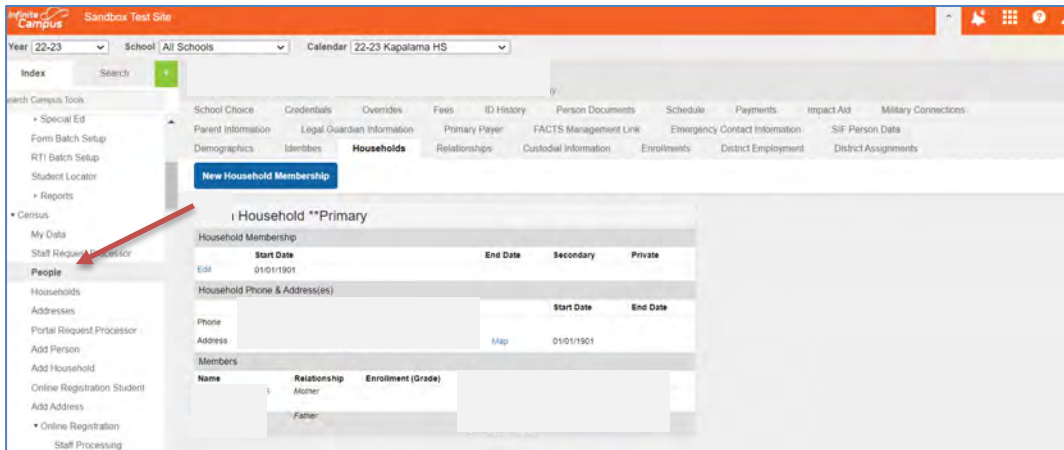
The screenshot shows the Infinite Campus interface with the 'Enrollments' tab selected. A red arrow points to the 'Enrollments' tab. Below the tab, there is a table of enrollment records. A red arrow points to the current year enrollment record for 2022.

Grade	Type	Calendar	Start Date	End Date
08	P	22-23 Kapalama MS	06/19/2022	
Start Status: E Enrolled				
07	P	21-22 Kapalama MS	08/09/2021	
Start Status: E Enrolled				
06	P	20-21 Kapalama ES	08/10/2020	05/07/2021
Start Status: R Returned				
End Status: L Left				

2. Outgoing Registrar –
 - a. Click on Enrollments tab
 - b. Click on current year enrollment record.



3. Outgoing Registrar –
 - a. Enter end date and comments.
 - b. Click on planning year enrollment and delete.
4. Notify Incoming Registrar that the student has ended enrollment.



5. Incoming Registrar –
 - a. Search by All People for student name
 - b. Click on Enrollments tab
 - c. Create new enrollment with start date that is one day past the end date from originating school so there are no overlapping dates.