

# Student Transfers

This document outlines the process when a student transfers schools for both the sending and receiving organizations. Please note, when inquiring about a student transfer, **do not email student information**. Inquiries to the Vermont Service Center that involve secure student information must be made by phone.

In this document, three scenarios are covered:

- [Student transfer within district](#)
- [Student transfer out of district](#)

## Student Transfer Within District

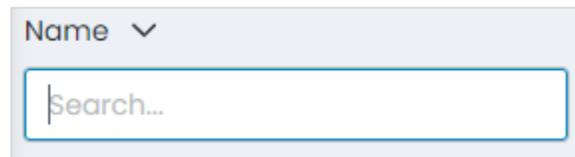
If the student transfers schools within the same district, the District Administrator (DA) or District Coordinator (DC) must update the student profile.

### 1. Locate the student record in ADAM.

- Navigate to Rostering > Users.



- Search for the student by entering their name or ID into the Name search bar.



### 2. Edit the student record.

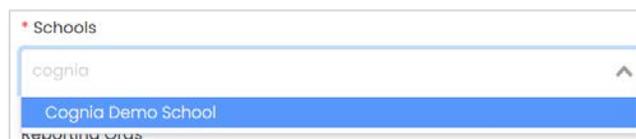
- In the row for that student, click the edit icon on the right-hand side.

☐	Last Name	First Name	Identifier	Role	Classes	Grades	Orgs	Last Login	Act
☐	Student	Demo	0000000	Student		04	Cognia Demo School	Never	→) 🗑️ ✎️

- In the Schools field, click the “x” next to the current school name to remove the former school.



- Type the new school name into the search bar and select it from the drop-down list.



- Click Save to save the student record.



## Student Transfer Out of District

### Sending Organization

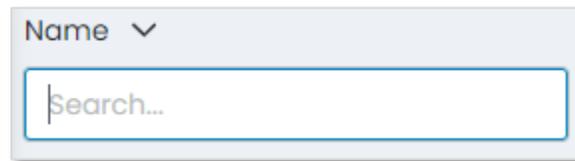
Student accounts cannot be deleted in ADAM. When a student moves out of the district, edit their account to indicate they have moved.

#### 1. Edit the student's grade to Other.

- a. Locate the student record in ADAM by navigating to Rostering > Users.



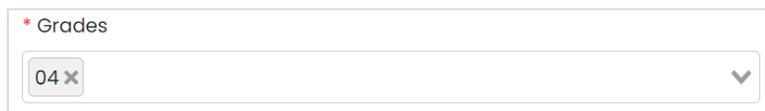
- b. Search for the student by entering their name or ID into the Name search bar.



- c. In the row for that student, click the edit icon on the right-hand side.

<input type="checkbox"/>	Last Name	First Name	Identifier	Role	Classes	Grades	Orgs	Last Login	Acti
<input type="checkbox"/>	Student	Demo	0000000	Student		04	Cognia Demo School	Never	→ 🗑️ ✎️

- d. In the Grades field, click the "x" to remove the current grade.



- e. Type "Other" into the search bar and select it from the drop-down list.



- f. Click Save to save the student record.



### Receiving Organization

#### 1. Add the student record to ADAM.

- a. Add the new student to ADAM via upload or manual entry.
  - i. If you receive an error that the Identifier already exists, this means the student is already enrolled to another Vermont organization. Proceed to Step 2.

ii. If you successfully added the new student, no further action is needed.

**2. Contact the Vermont Service Center.**

- a. Call the Vermont Service Center **via phone at 800-215-8975** and provide the following information:
- i. Student ID
  - ii. Student name
  - iii. School they have transferred to

**3. The Vermont Service Center processes the transfer.**

- a. If the student grade is set to Other, the agent will immediately process the transfer.
- b. If the student grade is not set to Other, the agent will contact the DA of the student's enrolled district in ADAM.
- i. If there is no response after 24 hours, the request is escalated to AOE.
  - ii. Once the request has been approved, the agent will process the transfer and notify you that the student record has been updated.