

# 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 – sending organization](#)
- [Student transfer out of district – received organization](#)

## Student Transfer Within District

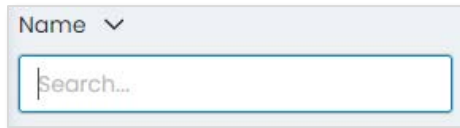
If the student transfers schools within the same district, the District Administrator (DA) or District Coordinator (DC) must update the student profile.

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

- Navigate to Rostering > Users.



- Search for the student by entering their name or state student 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.

<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	→ 🗑️ ✎️

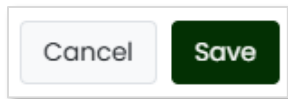
- In the Schools field, click the “x” next to the current school name to remove the former school.



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



- Click Save to save the student record.



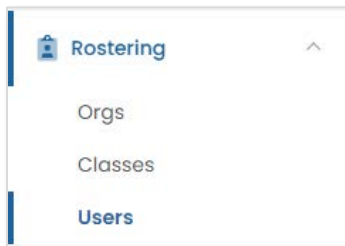
## Student Transfer Out of District

### Sending Organization

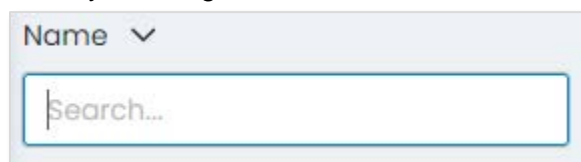
Student accounts cannot be deleted in ADAM. When a student moves out of the district, edit their account to indicate they have moved.

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

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



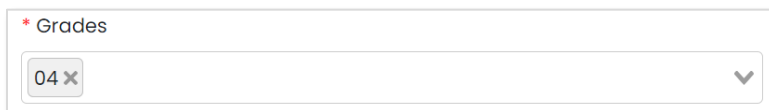
- b. Search for the student by entering their name or ID into the Name search bar.



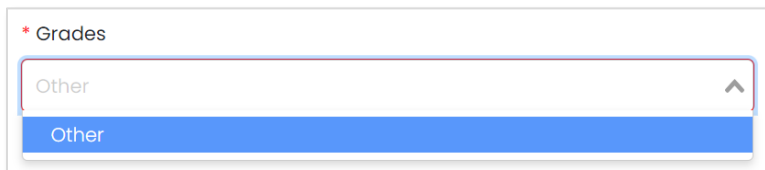
- c. In the row for that student, click the edit icon on the right-hand side.

<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	→ 🗑️ ✎️

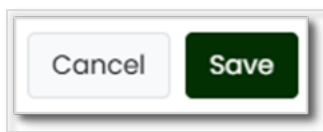
- d. In the Grades field, click the "x" to remove the current grade.



- 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

When a student moves into your district, follow the steps below.

- 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 processed, the agent will process the transfer and notify the requestor that the student record has been updated.