

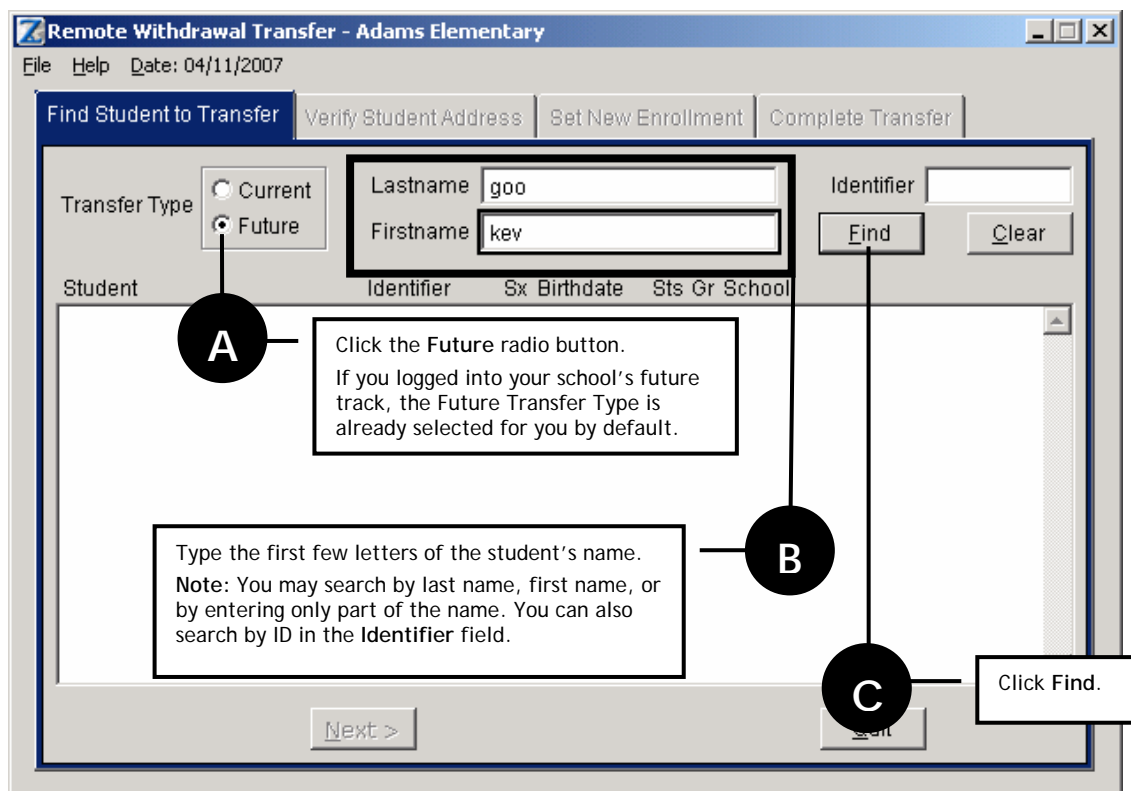
Performing a Remote Transfer for a Future Student

Version 1.0 • Updated April 13, 2007

Beginning Monday, April 16, 2007, Remote Transfer will work for future year enrollments. Between the time of Zangle New Year Initialization and Year End (generally, between March and July), Zangle will allow schools to remote transfer students in the current year *or* the future year. To help minimize errors, a confirmation message will be displayed when performing a current year remote transfer. Notifications sent to schools will indicate whether the transfer took place for a student's current year or future year enrollment.

Follow the steps below to perform the Remote Transfer for a future student.

- Launch Zangle. Click Enrollment. Click Remote Transfer.



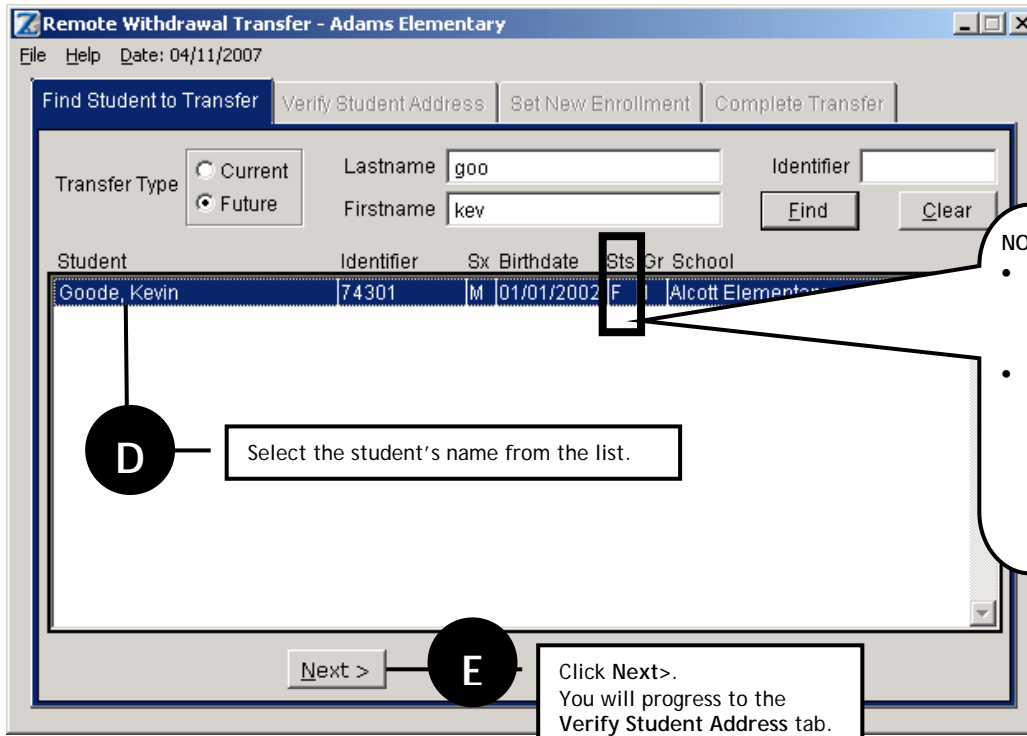
The screenshot shows the 'Remote Withdrawal Transfer - Adams Elementary' application window. The window title bar includes 'File', 'Help', and 'Date: 04/11/2007'. Below the title bar are four tabs: 'Find Student to Transfer' (active), 'Verify Student Address', 'Set New Enrollment', and 'Complete Transfer'. The 'Find Student to Transfer' tab contains the following elements:

- Transfer Type:** Two radio buttons, 'Current' and 'Future'. Callout A points to the 'Future' button.
- Search Fields:** 'Lastname' (containing 'goo') and 'Firstname' (containing 'kev'). Callout B points to these fields.
- Identifier:** An empty text field.
- Buttons:** 'Find' and 'Clear' buttons. Callout C points to the 'Find' button.
- Table:** A table with columns: 'Student', 'Identifier', 'Sx', 'Birthdate', 'Sts', 'Gr', 'School'. The table is currently empty.
- Navigation:** A 'Next >' button at the bottom left.

Callout A: Click the Future radio button. If you logged into your school's future track, the Future Transfer Type is already selected for you by default.

Callout B: Type the first few letters of the student's name. Note: You may search by last name, first name, or by entering only part of the name. You can also search by ID in the Identifier field.

Callout C: Click Find.



Remote Withdrawal Transfer - Adams Elementary
File Help Date: 04/11/2007

Find Student to Transfer | Verify Student Address | Set New Enrollment | Complete Transfer

Transfer Type: Current Future

Lastname: goo Identifier:

Firstname: kev Find Clear

Student	Identifier	Sx	Birthdate	Sts	Gr	School
Goode, Kevin	74301	M	01/01/2002	F		Alcott Elementary

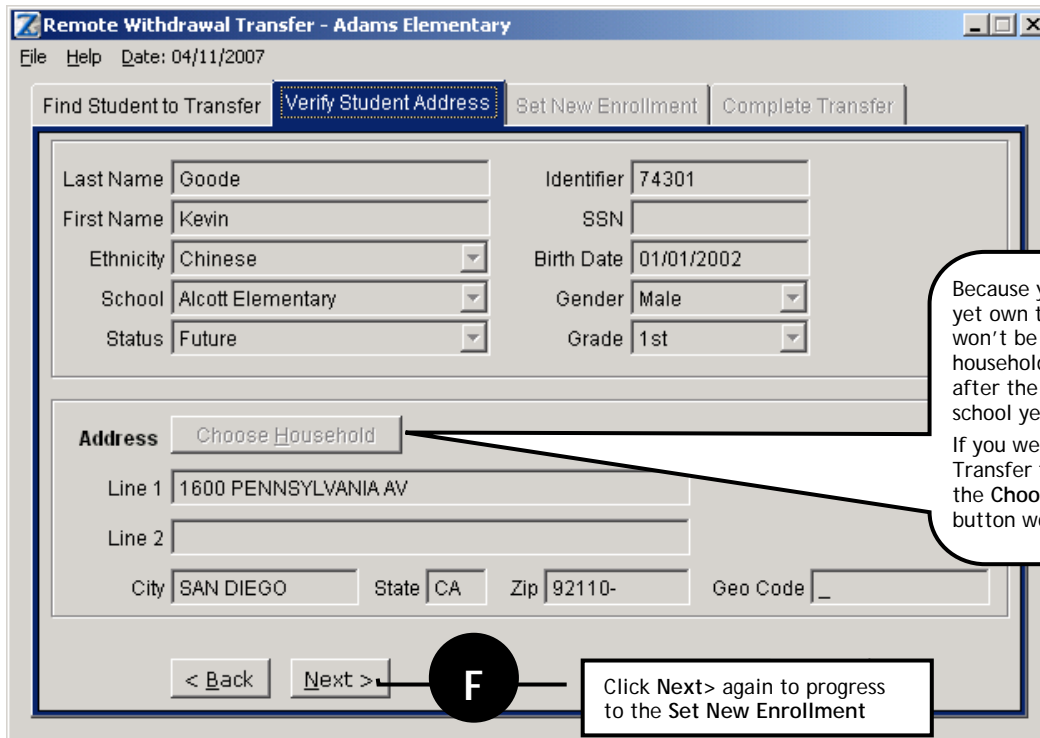
D Select the student's name from the list.

E Click Next>. You will progress to the Verify Student Address tab.

NOTES:

- Only *Future* students will appear in this list. (Notice the F under the Sts column.)
- Only students that are in the grade range of your school will appear here. For example, If your school is K-5, you will only see students in these grades.

Next >



Remote Withdrawal Transfer - Adams Elementary
File Help Date: 04/11/2007

Find Student to Transfer | **Verify Student Address** | Set New Enrollment | Complete Transfer

Last Name: Goode Identifier: 74301

First Name: Kevin SSN:

Ethnicity: Chinese Birth Date: 01/01/2002

School: Alcott Elementary Gender: Male

Status: Future Grade: 1st

Address Choose Household

Line 1: 1600 PENNSYLVANIA AV

Line 2:

City: SAN DIEGO State: CA Zip: 92110- Geo Code:

< Back Next >

F Click Next> again to progress to the Set New Enrollment

Because your school does not yet own this student, you won't be able edit any household information until after the end of the current school year. If you were doing a Remote Transfer for the *current* year, the Choose Household button would be enabled.

Remote Withdrawal Transfer - Adams Elementary

File Help Date: 04/11/2007

Find Student to Transfer | Verify Student Address | **Set New Enrollment** | Complete Transfer

Last Name	Goode	Identifier	74301
First Name	Kevin	SSN	
Ethnicity	Chinese	Birth Date	01/01/2002
School	Alcott Elementary	Gender	Male
Status	Future	Grade	1st

Track: CP 0003A 07/08
Status: Future
Grade: 1st

Teacher/Advisor

< Back Next >

G

Verify that the enrollment information is correct. Edit Track or Grade information if necessary. In this example, the track information needs to be changed to the T-Track.

Click Next>.
Zangle progresses to the Complete Transfer tab.
NOTE: If the student lives outside of the boundary of your school, you will need to enter that information after you have completed the initial enrollment process.

Remote Withdrawal Transfer - Adams Elementary

File Help Date: 04/11/2007

Find Student to Transfer | Verify Student Address | Set New Enrollment | **Complete Transfer**

The future enrollment record for Kevin Goode will be transferred from Alcott Elementary to Adams Elementary. His current address is 1600 PENNSYLVANIA AV, SAN DIEGO, CA 92110. He will be enrolled in 1st grade in Track CP 0003A 07/08 with a status of Future.

Complete Transfer

H

Click Complete Transfer.
A pop-up window confirming the transfer opens.
Click OK.
You will return to the first tab. If you would like to transfer another student, repeat Steps A-H.
Otherwise, click Quit.

< Back Cancel Transfer Quit