# Alabama Transfer Notifications for Inter-District Transfers

Overview of Features/Functionality

The Alabama Transfer Notification process utilizes automated "message" notifications and the Transfer Envelope functionality of Special Programs. When a new student record is imported in the General Student table with transfer information from another Alabama district and the **Has Alerts** flag is enabled (indicating the student has an "alert" for IEP, 504, Gifted, EL, RTI), a Transfer Notification message will be automatically sent to a user's (Receiver/Requester*) Unread Messages panel.

The message provides notification to initiate the request for a transfer envelope from the **Transferred from School.** A transfer Envelop request is completed by the Receiver/Requester which results in a Request for Transfer Envelop message being sent directly to the Unread Messages of the "Sender" user, who then completes the sends the transfer envelope back to the requesting district.
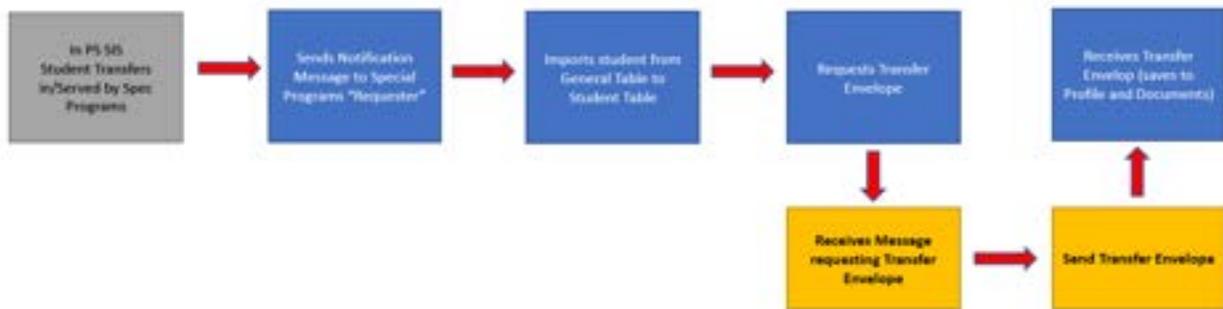
General Student Profile Transfer Information

The General Student profile contains Transfer Information data collected when new students enroll from another Alabama district. If the student is served by any Special Programs (IEP, 504, Gifted, EL, RTI), the Has Alert flag will be checked.

Transfer Notification Messages

To receive a transfer notification message in your Unread Message panel, you must be a member of the Transfer Notification Security Group which allows the user to Receive-Request and/or Send Transfer Envelopes using the Student Utilities > Transfer Envelope functionality.

Transfer Notification Report

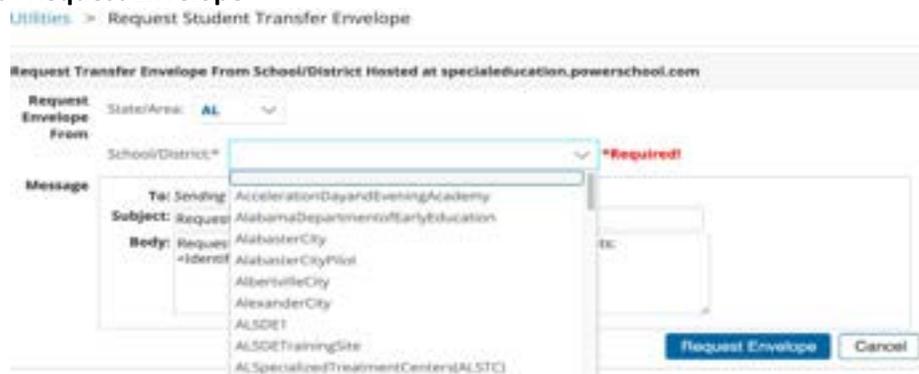## Requesting a Transfer Envelope

1. Select **Administration > Utilities > Students > Receive Transfer Envelope**
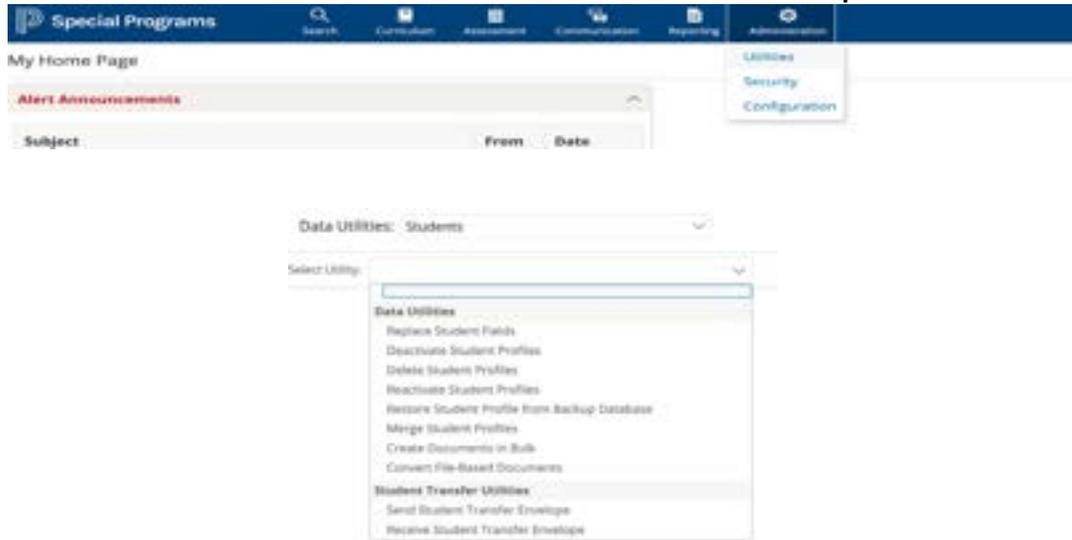
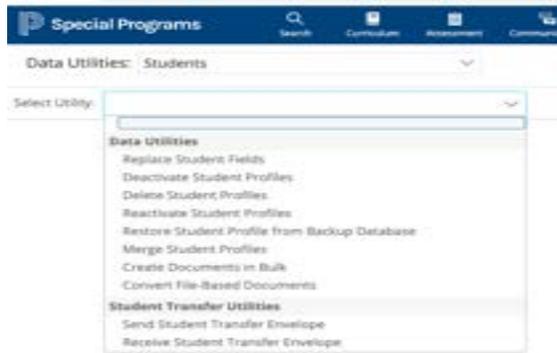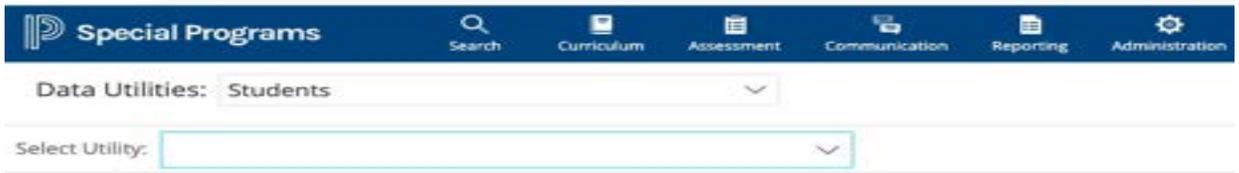2. Select **Request Transfer Envelope**

3. Choose the *School/District* where the student(s) was previously enrolled.
4. Complete the *Message* indicating the student's name and Alabama State id.
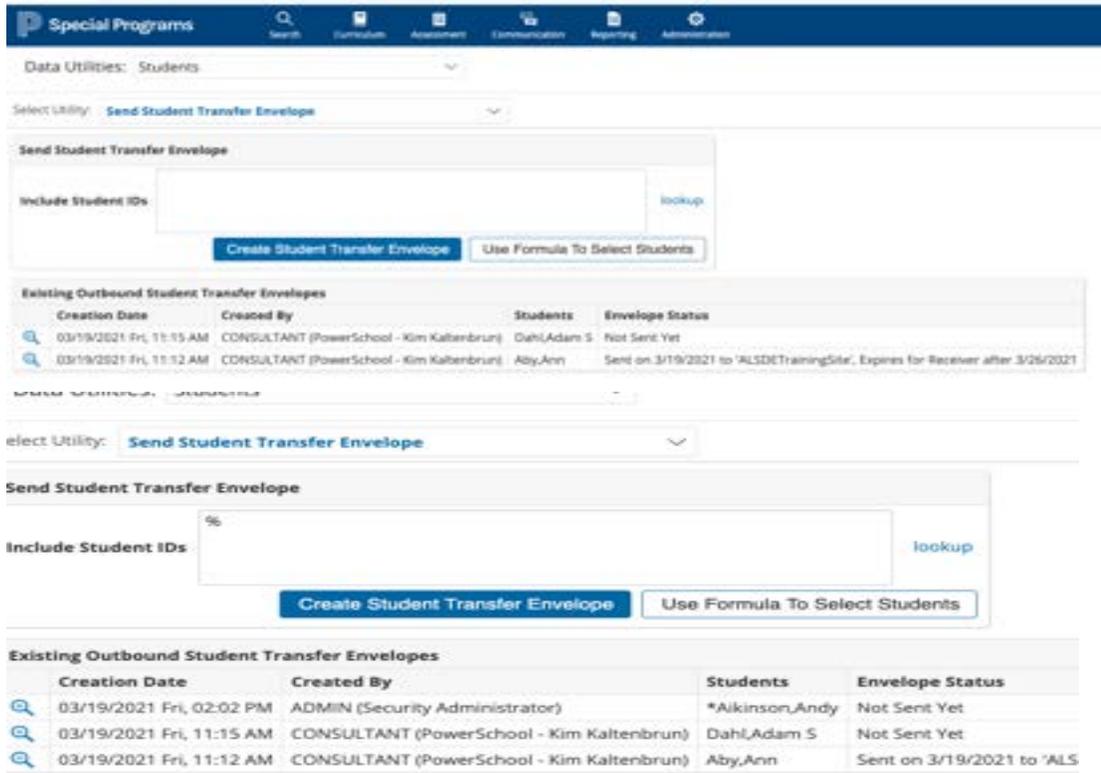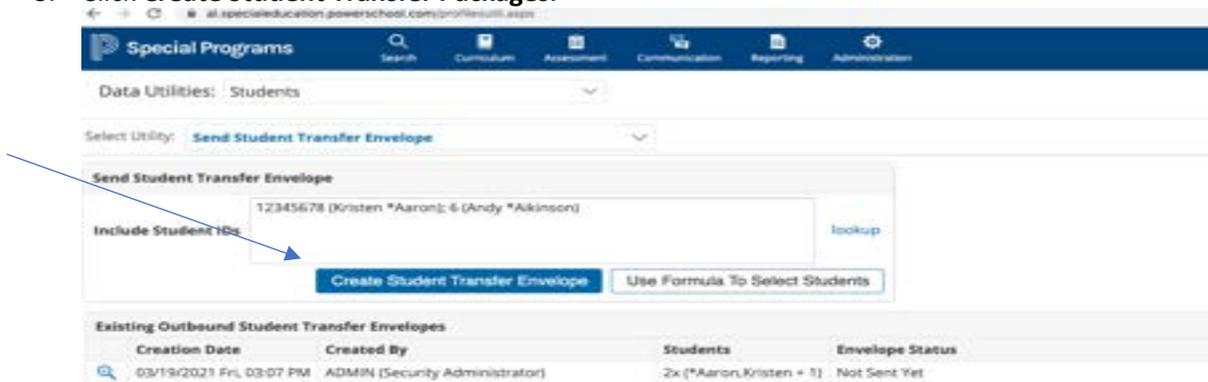5. Click **Request Envelope**

Sending a Transfer Envelope

1. Select **Administration > Utilities > Students > Send Transfer Envelope**
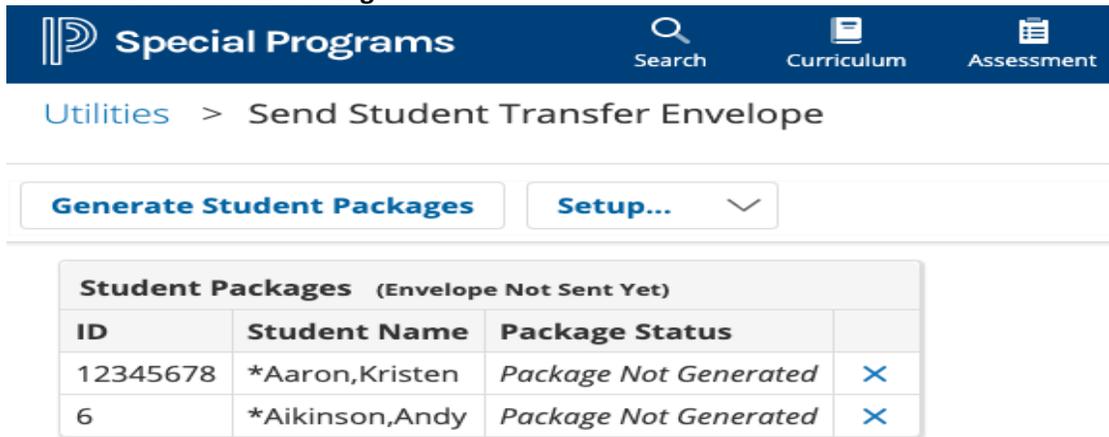

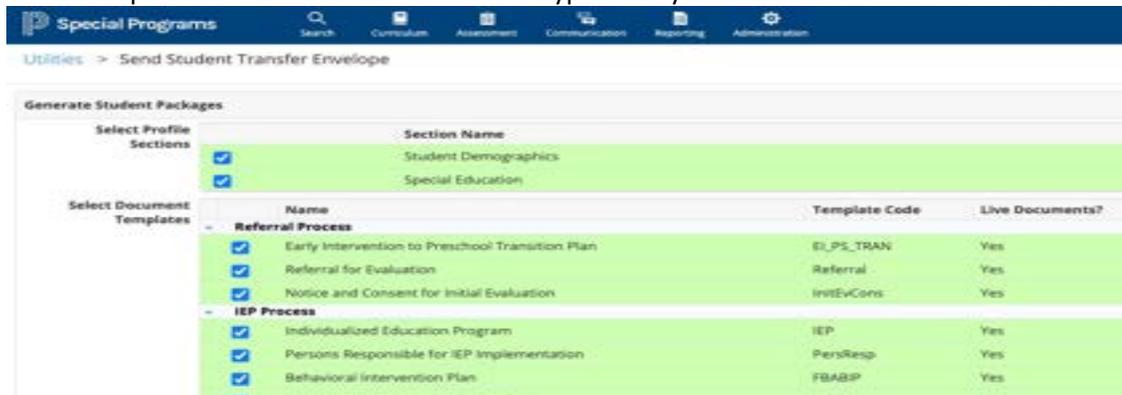2. Select the student(s) to be included in the envelope. Search can be done via lookup.
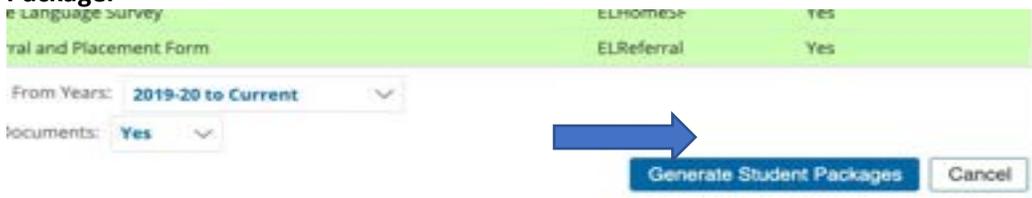
3. Click **Create Student Transfer Packages.**

4. Click **Generate Student Packages.**

ID	Student Name	Package Status	
12345678	*Aaron,Kristen	Package Not Generated	×
6	*Aikinson,Andy	Package Not Generated	×

5. Select the profile sections and the document types that you want to send to the receiver.

6. When you are finished selecting the options to send to the receiver, click **Generate Student Package.**

7. Select the "*Send to*" receiver.

8. Choose the *School District* who requested the package. Click **Send**.

Receiving a Transfer Envelope

1. Select **Administration > Utilities > Students > Receive Transfer Envelope**

2. Select **Request Transfer Envelope**

Frequently Asked Questions/Answers:

1. When receiving a transfer envelope, what student id should I 'merge' into?
   - When receiving a transfer envelope, the sending student id and the receiving student should be the same (both districts would be using the Alabama State ID.

2. If a know a student is going to transfer to another Alabama district, should I go ahead and send the transfer envelope?
   - Do not send documents unless you have received a request from another district. That will indicate the student has enrolled and has an activate profile in the new district.
3. How many users can be designed as Requesters or Senders in a district? Can you limit access to send only certain documents?
   - A district can have as many Requesters or Senders as they wish as long as the have been added to the Transfer Notification Security Group. Required security access is system-wide. The Transfer Notification Security Group has view only access to all documents and the Alabama Product Team controls whether documents are included in the Transfer Envelopes.