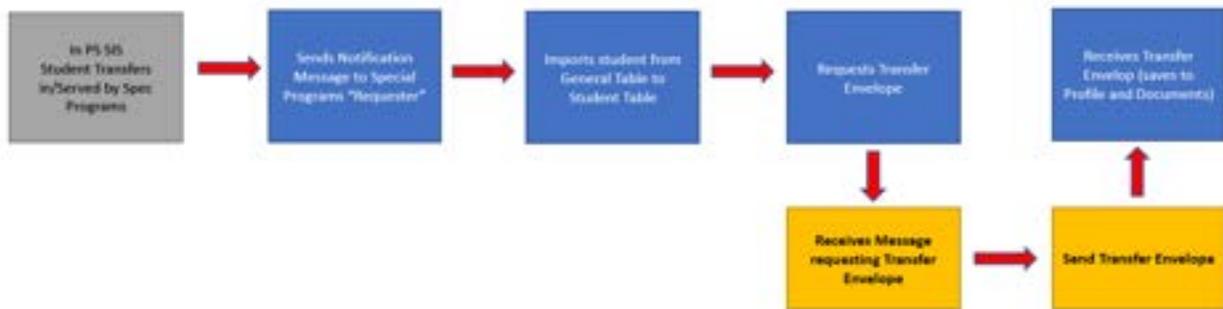


## Alabama Transfer Notifications for Inter-District Transfers

### 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 Information	
Transferred in on Date:	02/14/2019
Transferred from District:	Fruit District
Transferred from School:	Banana School
Has Alerts:	<input checked="" type="checkbox"/>

## 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.

The screenshot displays the 'Special Programs' interface. On the left, there is a navigation menu with options like 'Messages', 'Unread', 'Inbox', 'Flagged', 'Sent', 'Deleted items', 'Announcements', 'Discussion', and 'My Calendar'. Below the menu is a calendar for August 2020. The main area shows a list of messages with columns for 'FROM', 'SUBJECT', and 'DATE SENT'. A single message is highlighted in green, with the following details:

FROM	SUBJECT	DATE SENT
SERVICE (System Service)	Transferred Student Notification	08/20/2020 Thu, 10:40 AM

Below the message list, there are buttons for 'Forward', 'Mark as Unread', and 'Print'. The message content is expanded to show the following details:

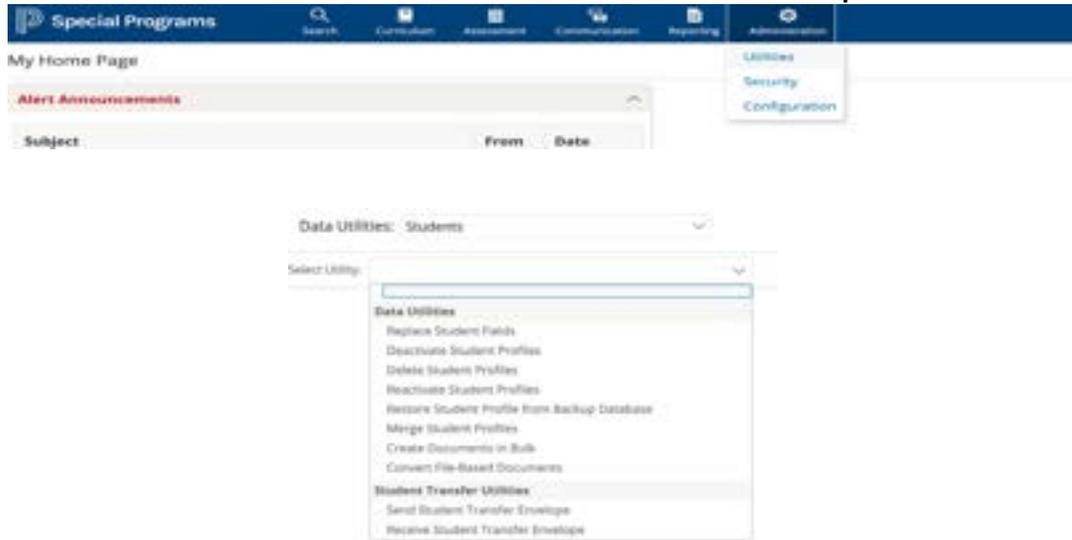
**Subject:** Transferred Student Notification  
**From:** SERVICE (System Service) Date Sent: 08/20/2020 Thu, 10:40 AM  
**To:** K.Bananas (Transfer Notification (Do Not Touch))

The student Eddie Asmor has transferred in on 02/14/19 from the Bonano School school of the Fruit District district and appears to be participating in at least one special program. Records can be transferred in using the Special Programs transfer feature.

## Transfer Notification Report

## Requesting a Transfer Envelope

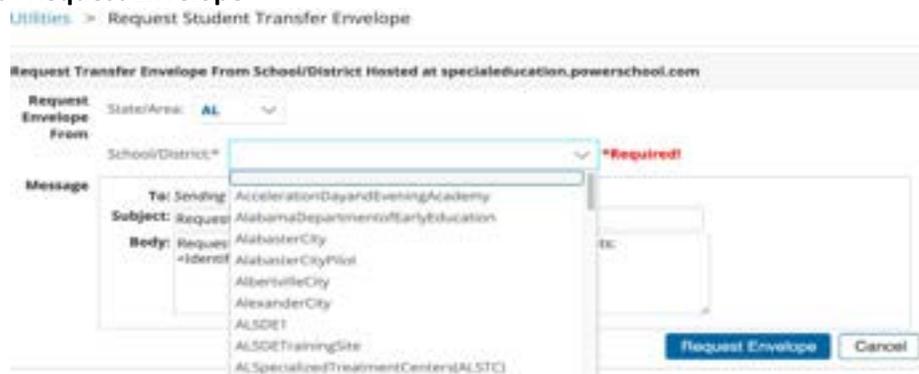
1. Select **Administration > Utilities > Students > Receive Transfer Envelope**



2. Select **Request Transfer Envelope**

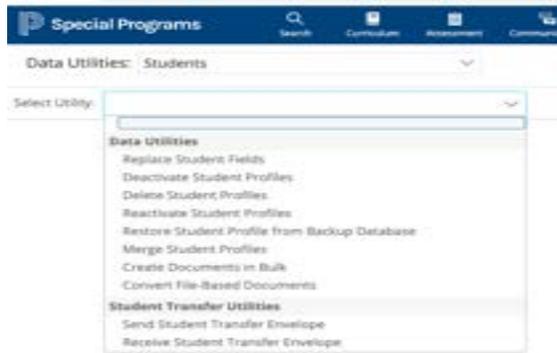
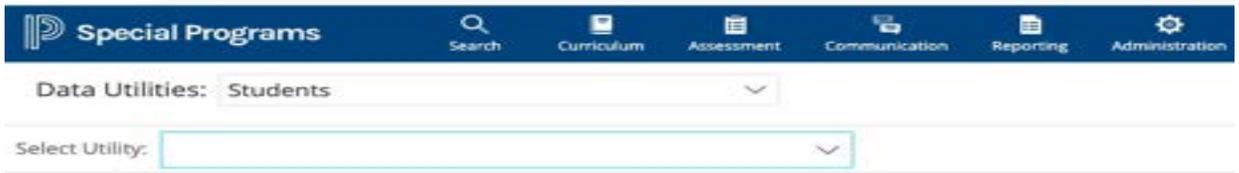


3. Choose the *School/District* where the student(s) was previously enrolled.
4. Complete the *Message* indicating the student's name and Alabama State id.
5. Click **Request Envelope**

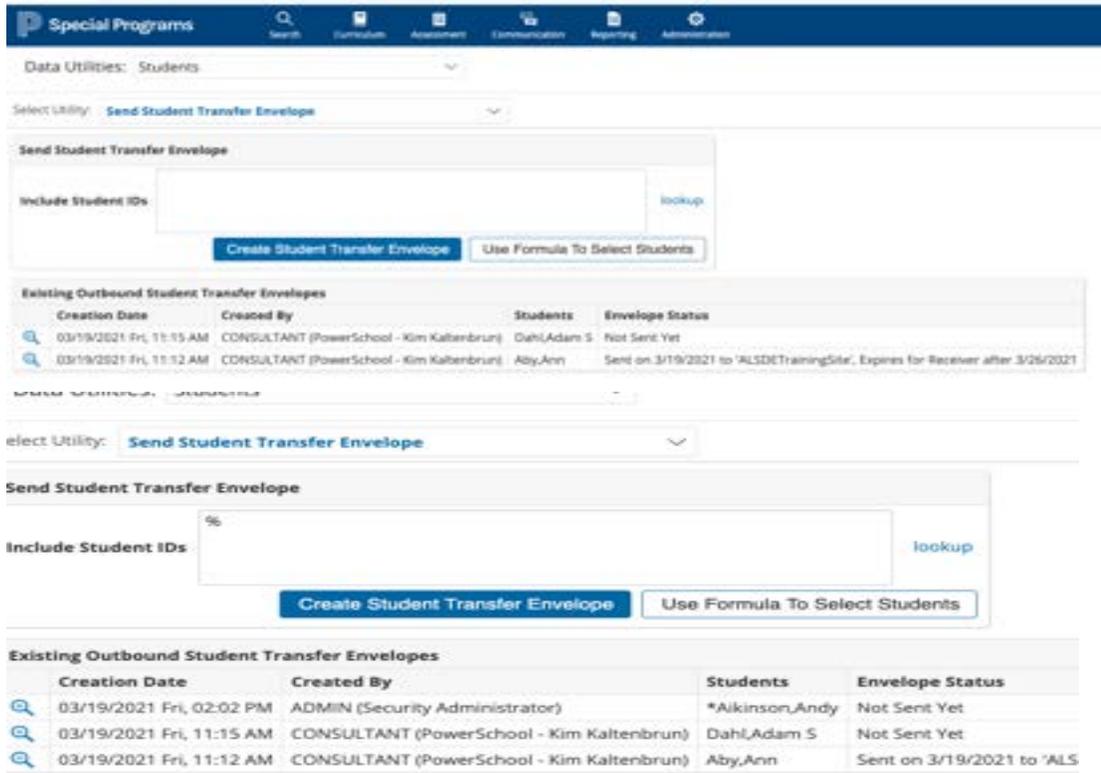


# Sending a Transfer Envelope

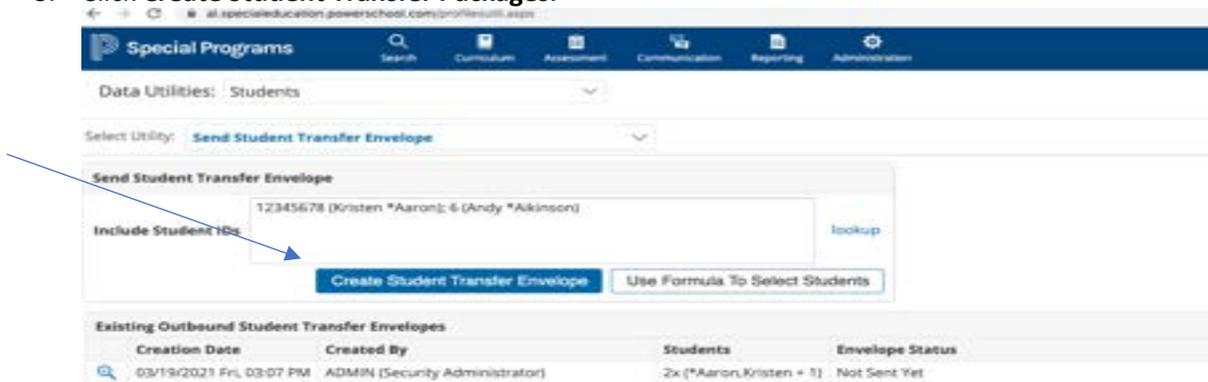
## 1. Select Administration > Utilities > Students > Send Transfer Envelope



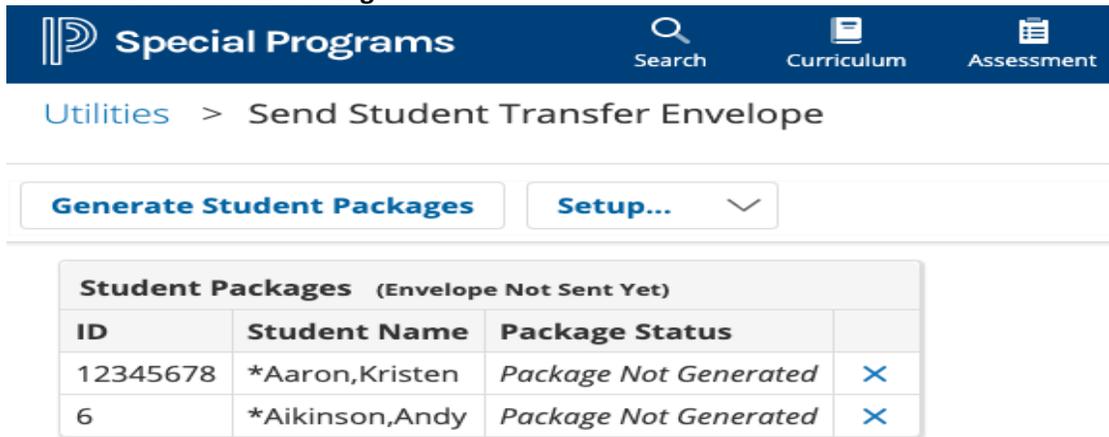
## 2. Select the student(s) to be included in the envelope. Search can be done via lookup.



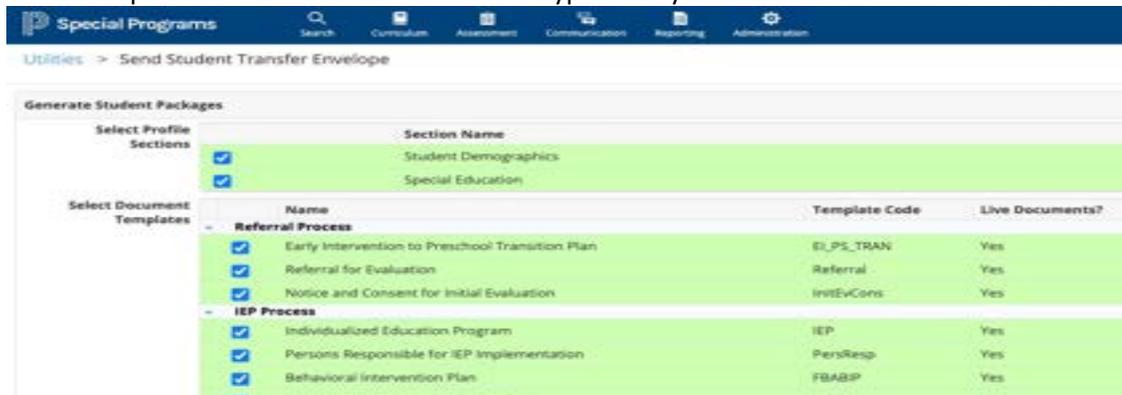
3. Click **Create Student Transfer Packages**.



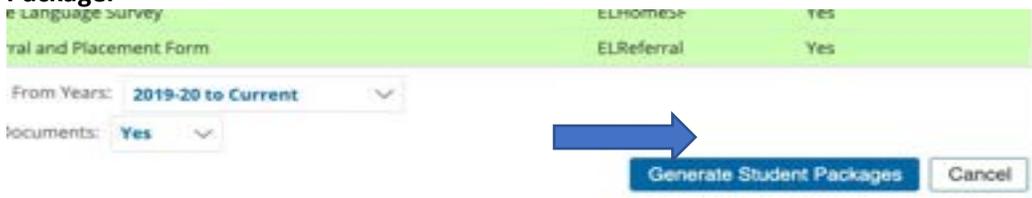
4. Click **Generate Student Packages**.



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.

The screenshot shows the 'Special Programs' interface with the 'Utilities > Send Student Transfer Envelope' path. Below the navigation are two dropdown menus: 'Send Envelope To...' and 'Setup...'. The main content is a table titled 'Student Packages (Envelope Not Sent Yet)'.

ID	Student Name	Package Status	
12345678	*Aaron,Kristen	Package Generated: <a href="#">Aaron,Kristen.zip</a>	✕
6	*Aikinson,Andy	Package Generated: <a href="#">Aikinson,Andy.zip</a>	✕

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

This screenshot shows the 'Send Envelope To Email Address' form. It includes an 'Email Address' input field and an 'Email Preview' section. The preview text is as follows:

**To:** Administrator of Above Email Address  
**Subject:** Student Transfer Envelope Received From 'Alabama Model'  
**Body:** Alabama Model has sent you a student transfer envelope containing 1 student. [Click here to access it.](#) For security purposes, you will need to obtain a separate security code directly from the sender before you can successfully access the envelope's contents. Your access to the envelope will expire after 3/26/2021.

Buttons for 'Send Envelope' and 'Cancel' are located at the bottom right.

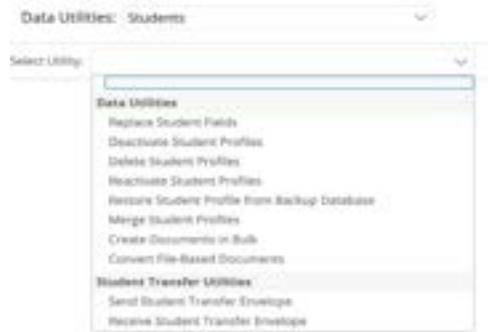
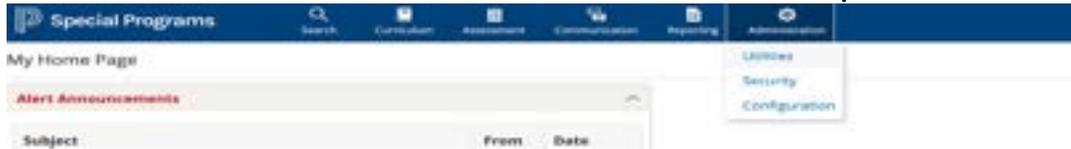
This screenshot shows the 'Send Transfer Envelope To School/District Hosted at "specialeducation.powerschool.com"' form. It features a 'Send Envelope To' section with a 'State/Area' dropdown set to 'AL' and a 'School/District' dropdown menu. Below this is a 'Message Preview' section with the following text:

**To:** Receiving School/District Administrator  
**Subject:** Student Transfer Envelope Received From 'Alabama Model'  
**Body:** Alabama Model has sent you a student transfer envelope containing 1 student. To access it, go to Administration > Utilities > Receive Student Transfer Envelope. Your access to the envelope will expire after 3/26/2021.

Buttons for 'Send Envelope' and 'Cancel' are located at the bottom right.

## 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 I 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 they 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.