
ALABAMA TRANSFER NOTIFICATIONS FOR IN-STATE TRANSFERS

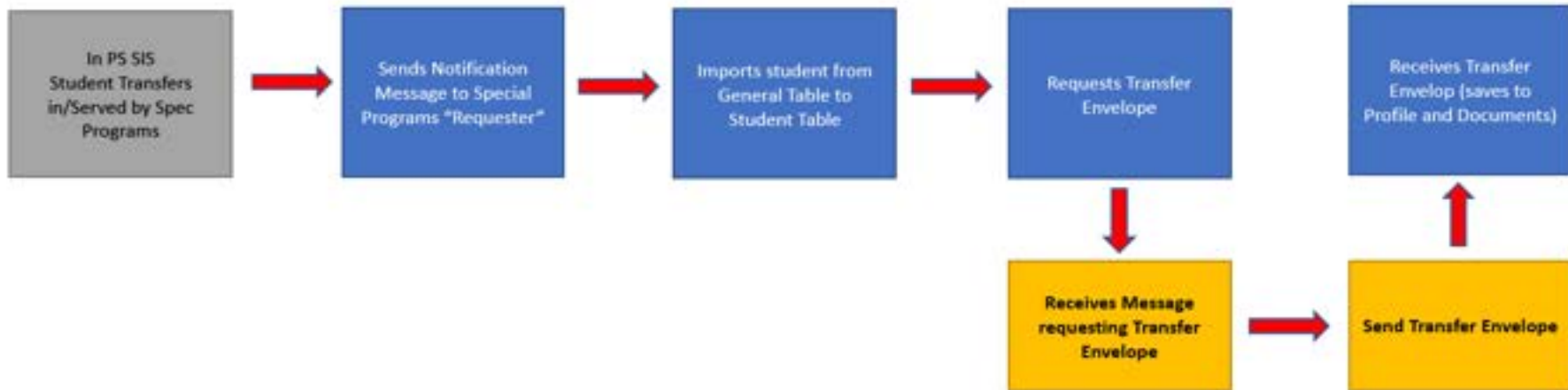
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Overview

The Alabama Transfer Notification process utilizes the Transfer Envelope functionality in Special Programs coupled with automated Notifications and Messages sent to authorized users in Special Programs.

IF THE STUDENT CANNOT BE FOUND IN THE GENERAL STUDENT TABLE, DO YOU PROCESS THE TRANSFER ENVELOPE!



Frequently Asked Questions/Answers

1. *To Receive Transfer Notification Messages you MUST set the receiving user:*
 - [Select Administration > Utilities > Receive Envelopes > Set the Receiving User](#)
2. What security group do I need to be in to send or receive transfer envelopes?
 - *To request or receive transfer envelopes, user must be added to the Transfer Notifications Security Group. This group has system wide security to all students and document templates.*
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.*
4. 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 a transfer envelope until you have received a request. Transfer envelopes cannot be processed until the provisional enrollment has been completed and the student assigned the Alabama State ID in the new LEA.*
5. Can I process a transfer envelope if I have not received a Transfer Notification message for a student?
 - *Until you have received a message and the student is included in the Transfer Notification Messages Report, you cannot process the student. Until the provisional enrollment process is complete and the Alabama State ID reassigned to the student, the student will not be accessible in the General Ed table.*

Required Setups

- User must be a member of the Transfer Notifications Security Group
- To Receive Transfer Notification Messages you MUST set the receiving user:
 - Select Administration > Utilities > Receive Envelopes



Data Utilities: Students

Select Utility: Receive Student Transfer Envelope Set Receiving User

- Set Receiving User



Set Receiving User

Select an optional staff user to receive notifications when student transfer envelopes arrive. This user must have the 'Receive Transfer Envelopes' privilege. Note that notifications of incoming transfer envelopes will be sent to both the ADMIN and the user selected here.

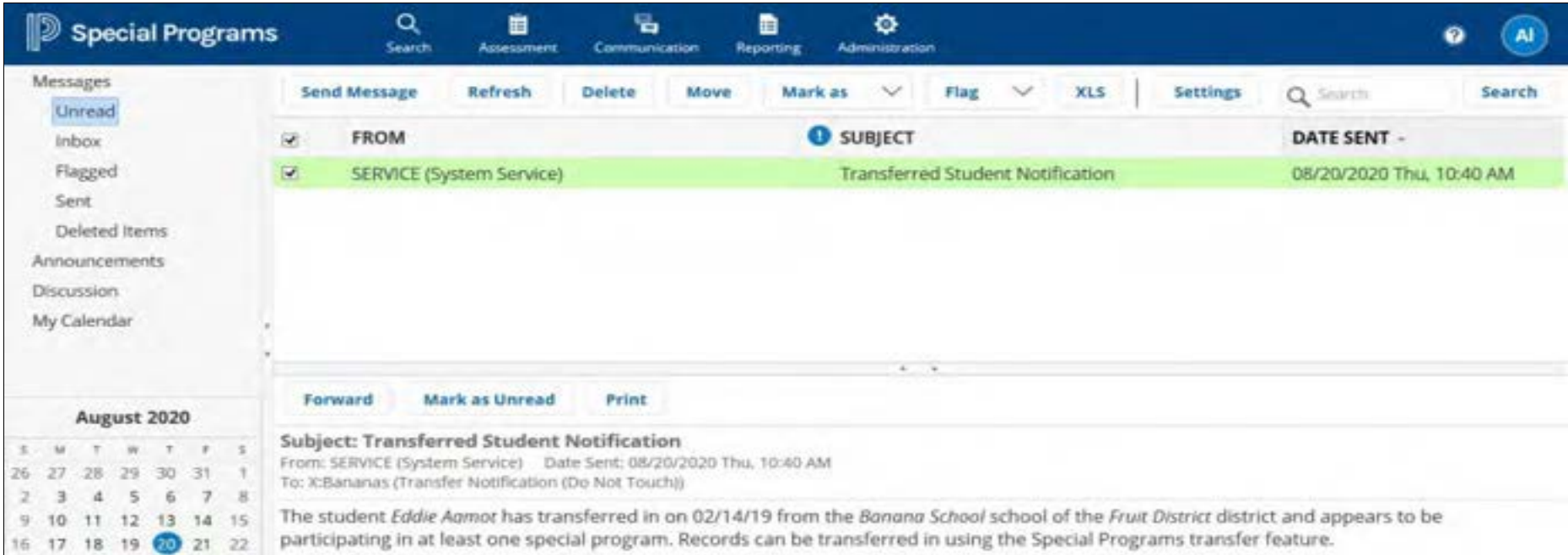
Staff ID 7230 () lookup

Accept Cancel

-

Transfer Notification Messages

Once the enrollment process is complete in PS SIS and an Alabama State ID is assigned to any student transferring from another Alabama LEA, an automated **Transfer Notification Message** will be sent to all users who are members of the Transfer Notifications Security Group in Special Programs. The message will display in the **Unread Message** panel for the user until opened and read.



The screenshot shows the 'Special Programs' interface. On the left, there is a navigation menu with 'Unread' selected. The main area displays a message list 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 as follows:

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

The student *Eddie Aamor* has transferred in on 02/14/19 from the *Banana 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.

Transferred Student Messages Report

In addition to Transfer Notification Messages, the **Transferred Student Messages Report** is also updated with detailed information regarding the transferred student and School/LEA originator information.

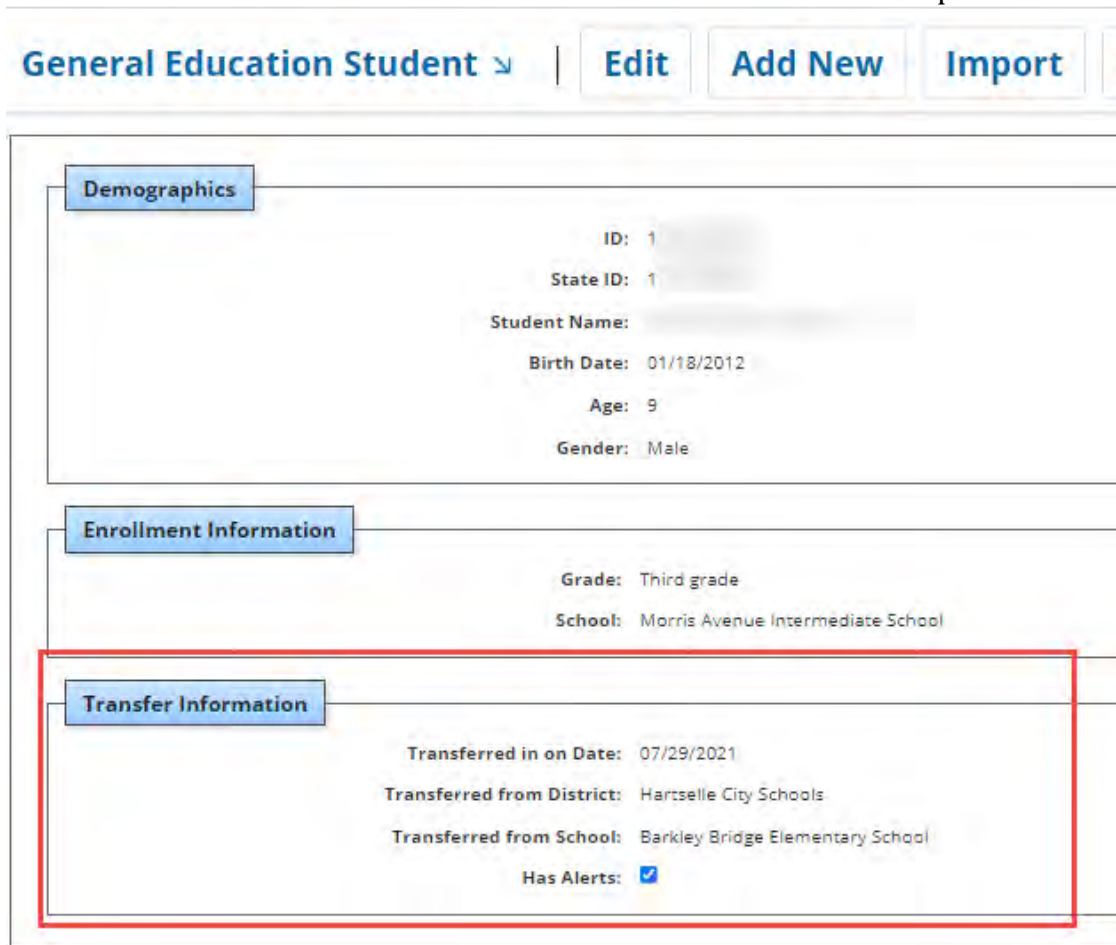
Transferred Student Messages

ToUsers	Subject	Body
X:GetTransfers	Transferred Student Notification	The student Br [redacted] has transferred in on 08/12/21 from the <i>Collins-Riverside Middle School</i> school of the <i>Tuscaloosa County Schools</i> district and appears to be participating in at least one special program. Records can be transferred in using the <i>Special Programs</i> transfer feature.

Importing the Student from the General Ed Table

This report contains a direct link to the student's General Student profile to allow you to quickly import the student into the Student Table. During the import process the student is also added to the user's My Student panel which allows for tracking of case manager assignment after import.

1. Click the Profile icon, and select **Import** -- or --
2. Select **Search > General Ed Students** and search for the student. Select Import.



General Education Student | **Edit** **Add New** **Import**

Demographics

ID: 1
State ID: 1
Student Name:
Birth Date: 01/18/2012
Age: 9
Gender: Male

Enrollment Information

Grade: Third grade
School: Morris Avenue Intermediate School

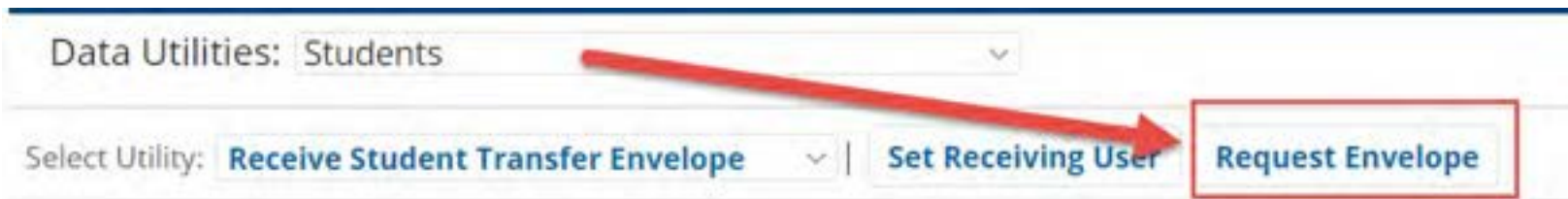
Transfer Information

Transferred in on Date: 07/29/2021
Transferred from District: Hartselle City Schools
Transferred from School: Barkley Bridge Elementary School
Has Alerts:

Requesting the Records from Originating LEA

Once the student has been added to the Student table, proceed to request the records from the “originating” School/LEA as reflected in the report.

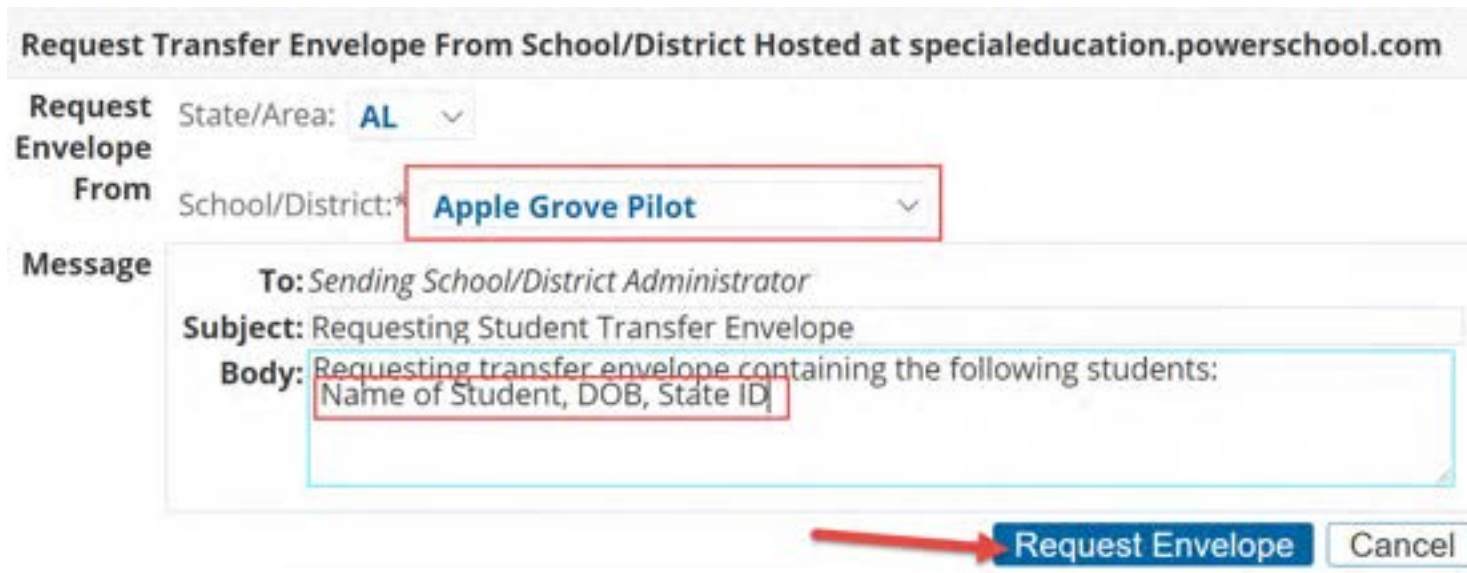
1. Select **Administration > Utilities > Students > Receive Transfer Envelope**.
2. Click **Request Envelope**.



Data Utilities: Students

Select Utility: **Receive Student Transfer Envelope** | Set Receiving User | **Request Envelope**

3. Complete the request form providing the appropriate details for the originating district to identify the student.



Request Transfer Envelope From School/District Hosted at specialeducation.powerschool.com

Request Envelope State/Area: AL

From School/District: **Apple Grove Pilot**

Message

To: Sending School/District Administrator

Subject: Requesting Student Transfer Envelope

Body: Requesting transfer envelope containing the following students:
Name of Student, DOB, State ID

Request Envelope Cancel

Receiving a Transfer Envelope

Once the originating LEA has received the request for the transfer envelope and processed the request, a message will be sent to all users in the Transfer Notification Security Group that a Transfer Envelope has been received.

Unread Messages (1, 1 high importance !)		
Subject	From	Date
! Student Transfer Envelope Received From 'HartselleCityPilot'	:SERVICE (System Service)	08/16/2021 Mon, 09:10 AM

- Note that access to the Transfer Envelope will expire within 7 days of receipt of transfer message.

Subject: Student Transfer Envelope Received From 'HartselleCityPilot'

From: :SERVICE (System Service) Date Sent: 08/16/2021 Mon, 09:10 AM

To: ADMIN (Security Administrator); [REDACTED]


'HartselleCityPilot' has sent you a student transfer envelope containing 2 students. To access it, go to Administration > Utilities > Receive Student Transfer Envelope. Your access to the envelope will expire after 8/23/2021.

1. Select **Administration > Utilities > Students > Receive Transfer Envelope**
2. Select **Receive Student Transfer Envelope**.
3. Click the Zoom link to open the transfer envelope.

Data Utilities: Utilities

Select Utility: Request Envelope Security Configuration

Inbound Student Transfer Envelopes

	Date Sent	Sent By	Students	Envelope Status
	8/16/2021	HartselleCityPilot	2x (AaronJustyse + 1)	Access Expires after 8/23/2021

4. Click the  to move the **Original ID** in the **New Student ID** field (these are the Alabama State IDs and must remain the same).

Utilities > Receive Transfer Envelope

Student Packages

Original ID	Name	New Student ID	Status
1969905130 →	Aa	<input type="text"/>	
1972485765 →	A	<input type="text"/>	

5. Click **Import Students Using New Student IDs**. Make sure you select Allow Merging of Transferred Documents.

Student Packages

Original ID	Name	New Student ID	Status
1963694748	Rester, Elijah	<input type="text"/>	A student profile for Elijah Rester (1963694748) already exists, but it does not have any transferred documents. You can use the checkbox option below to merge the transferred documents into the existing profile.

Import Students Using New Student IDs

Allow merging of transferred documents into existing profiles

Sending a Transfer Envelope

A message will be received by all users in the Transfer Notification Security Group in the Unread Message panel a request for Transfer Envelope is sent.

Subject: Requesting Student Transfer Envelope

From: :SERVICE (System Service) Date Sent: 05/28/2021 Fri, 12:48 PM

To: ADMIN (Security Administrator);

Do not reply directly to this message. Instead, go to Administration > Utilities > Send Student Transfer Envelope to see and respond to the request.

Requesting School / District: OpelikaCityPilot

Requesting transfer envelope containing the following students:

1. Select **Administration > Utilities > Students > Send Transfer Envelope**
2. Type the student(s) State ID or select the student(s) using lookup. (You can process more than 1 transfer envelope at a time)

Select Utility: **Send Student Transfer Envelope**

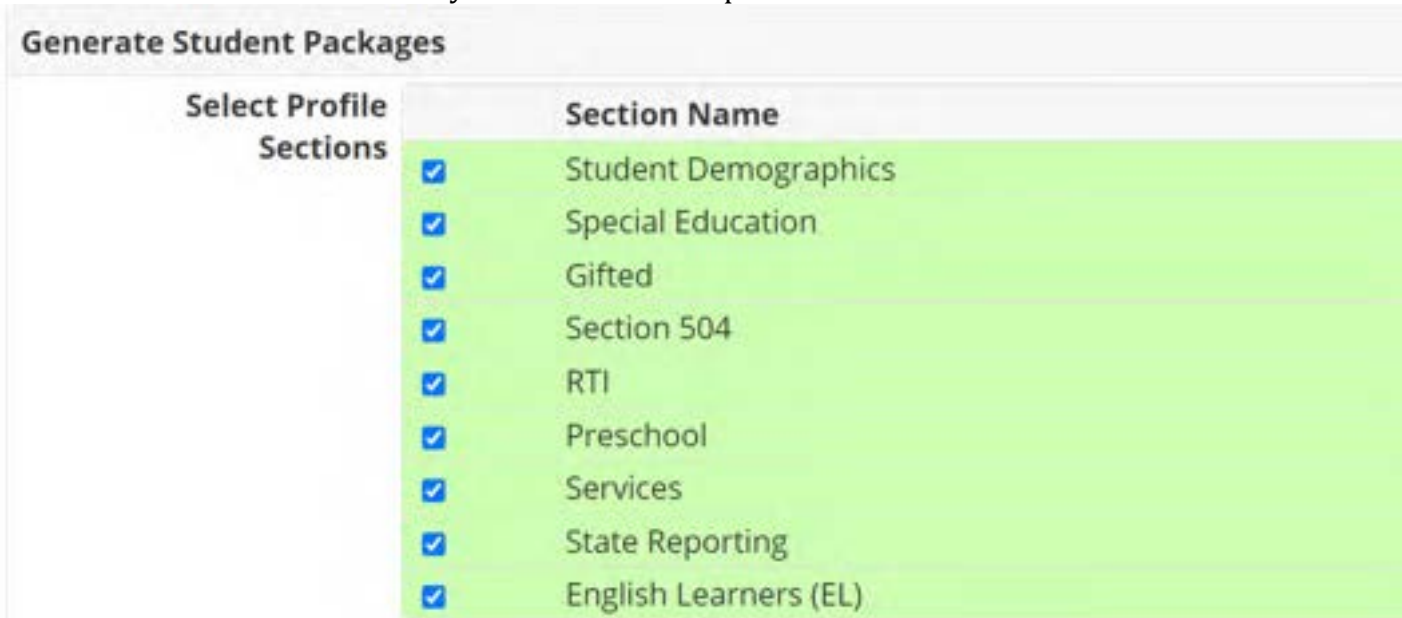
Send Student Transfer Envelope

Include Student IDs	1967908219 ()	lookup
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Create Student Transfer Envelope Use Formula To Select Students

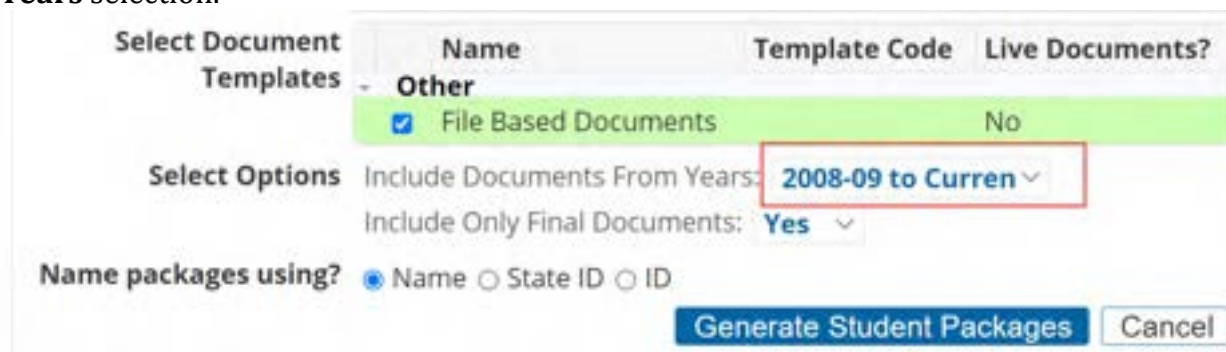
3. Click **Create Student Transfer Packages**.

4. Click **Generate Student Packages**.
 - Profile Sections will be enabled by default to send all profile information



Select Profile Sections	Section Name
<input checked="" type="checkbox"/>	Student Demographics
<input checked="" type="checkbox"/>	Special Education
<input checked="" type="checkbox"/>	Gifted
<input checked="" type="checkbox"/>	Section 504
<input checked="" type="checkbox"/>	RTI
<input checked="" type="checkbox"/>	Preschool
<input checked="" type="checkbox"/>	Services
<input checked="" type="checkbox"/>	State Reporting
<input checked="" type="checkbox"/>	English Learners (EL)

- In the **Select Document Templates** panel, make sure you select all historical document by changing **Include Document from Years** selection.



Select Document Templates	Name	Template Code	Live Documents?
Other			
<input checked="" type="checkbox"/>	File Based Documents		No

Select Options

Include Documents From Years: 2008-09 to Curren ▼

Include Only Final Documents: Yes ▼

Name packages using? Name State ID ID

Generate Student Packages Cancel

5. Click **Generate Student Package**.

6. Click **Send Envelope to** – and – select **School/District Hosted at 'specialeducation.powerschool.com'**

Send Envelope To... Setup...

Student Packages (Envelope Not Sent Yet)

ID	Student Name	Package Status
1967908219		Package Generated: .zip x

7. Select the **School/District** and click **Send Envelope**.

Send Transfer Envelope To School/District Hosted at "specialeducation.powerschool.com"

Send Envelope To State/Area: AL

School/District:* **ALSDETrainingSite**

* If a school/district is not listed, it may not be hosted on "specialeducation.powerschool.com".
As an alternative, you can click here to send the transfer envelope to an email address.

Message Preview

To: Receiving School/District Administrator
Subject: Student Transfer Envelope Received From 'OpelikaCityPilot'
Body: 'OpelikaCityPilot' 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 8/23/2021.

Send Envelope Cancel

8. Once you have sent the **envelope**, Click Accept Request.

