

Students Transferring to a DoDDS school in Europe.

Normally when a student **withdraws to a Non-DoDDS School** you will do the following:

1. **Add** an appropriate **Withdrawal Code**
2. **Change** the Home School to **N/A**
3. **Change** the **Registration Status** to **Withdrawn**

The screenshot shows a dialog box titled "Add Status Code - Web Page Dialog". It contains several fields: "Home School" is set to "N/A"; "Date (mm/dd/yyyy)" is "06/02/2006"; "Status Code" is "To Non-DoDDS School"; "School of Enrollment" is "Ramstein Elementary School"; and there is a "Comment" text area. "OK" and "Cancel" buttons are at the bottom.

The screenshot shows a "Registration" form with the following fields: "Enrollment Status" is "Enrolled in Single School - Active"; "Student Type" is "Fulltime"; "Registration Status" is "Withdrawn"; and "Registration Grade" is "Kindergarten - Full". A note at the bottom reads: "Grade when entering district. The Registration G".

When a student is **transferring to a DoDDS School within Europe**, the procedure is different.

1. Open the student demographic Record
2. Scroll to the section "**Planning District Calendar**"
3. Change the planning school from "**Use Zoned School**" to the name of the school that the student will attend the following year.

Two side-by-side screenshots of the "Planning District Calendar" form. The left form shows "Zoned School: Ramstein Elementary School", "Requested School: Use zoned school", and "NYP Projected Grade: 1". The right form shows "Zoned School: Ramstein Elementary School", "Requested School: Kaiserslautern Elementary School", and "NYP Projected Grade: 1".

4. Notify the gaining school that this student will be coming to them in the future
5. For students moving out of the European theater use Withdrawal method at the top.

Overnight, the program will **withdraw** the student from your school as of 08/01/2006 and then **enroll** the student into the new school as of 08/01/2006.

DO NOT ENTER THE FOLLOWING for these special cases

1. Do Not add another withdrawal code. (This will be done automatically).
2. Do Not change the home school to N/A. (This will take the student out of the gaining school)
3. Do Not change the Registration Status to Withdrawn. (Leave it alone for the gaining school to change to Registered.)