

Online Tutorial: Transferring in a Green Dot Student

In order to transfer a Green Dot student into your Green Dot school, the student must first be transferred out by his/her previous school.

If necessary, please see the online tutorial for transferring out a student.

Step 1: On the start page, search for the student's last name in the search box. Be sure to type a "/" before the name, as seen in the graphic to the right.

Search Students



[View Field List](#) [View Function List](#) [How to Search](#)

Step 2: Select the appropriate student by clicking on his/her name.

Step 3: In the left navigation bar, click on "Functions" under the "Enrollment" heading.

Enrollment

[Activities](#)
[All Enrollments](#)
[Functions](#)
[Special Programs](#)
[Transfer Info](#)

Step 4: Click "Re-Enroll in School" under the "Functions" heading.

Functions

[Print Reports For This Student](#)
[Transfer Out Of School](#)
[Re-Enroll In School](#)
[Transfer To Another School](#)


Step 5: Fill in the date of re-enrollment.

Date of re-enrollment

Step 6: Select the appropriate entry code.

Entry code

Step 7: Click the "Submit" button.

Step 4: Click the “Submit” button. 

Step 5: A list of students currently in PowerSchool may pop up. If the student you are enrolling is on the list, **DO NOT CLICK ENROLL AT THE BOTTOM OF THE SCREEN.**

Doing so will create a duplicate enrollment in PowerSchool. Instead, click on the name of the student in the list. This will bring up the reenrollment screen. Fill out information as in Step 3 above and submit.

Step 6: Click on “Custom Screens” under the “Information” heading in the left navigation bar.

Information

*Reg Screen
Addresses
Custom Screens
Demographics
Emergency/Medical

Step 7: Click on “01 Student App - General.”

Step 8: Fill out the appropriate information for the paper Student Application Packet and submit.

Step 9: Click on Modify Info under **Information** on the Left Navigation Bar.

Step 10: Click Auto-assign IDs & passwords for this student on the bottom of the page.