

# Online Tutorial: Transferring a Student Out

This tutorial shows you how to transfer a student out of Green Dot. If you'd like to transfer a student to another Green Dot school, please see the "Transferring a Student within Green Dot" tutorial.

**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 "Transfer Out Of School" under the "Functions" heading.

### Functions

- Print Reports For This Student
- Transfer Out Of School
- Re-Enroll In School
- Transfer To Another School

Family is moving to San Pedro.

**Step 5:** Fill in comments as necessary in the comment box..

**Step 6:** Fill in the date of transfer.

### Date of transfer

(should be the day after the student's last day in class)

11/9/2008

**Step 7:** Select the appropriate transfer code from the drop-down menu.

164 (Transfer to public school in CA but NOT their home school)

**Step 8:** Click the "Submit" button.

Submit