

This tutorial shows you how to transfer a student to another Green Dot school. If you'd like to transfer a student out of Green Dot entirely, please see the "Transferring a Student Out" 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 To Another 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: Select the appropriate Green Dot school.

To which school?

Animo Leadership CHS

Step 6: Click the "Submit" button.

Submit