

# Checklist for Withdrawing and Transferring Students

This guidance will provide registrars, clerks and classroom teachers with the essential steps necessary to properly withdraw or transfer students as it pertains to the grade book. The checklist below will also ensure grades are posted to the progress report and/or report card for printing purposes, should it be necessary to dissolve or create new classes after the school year begins.

## Registrars, Clerks and Teachers

**Clerks and teachers must communicate prior to taking any action in Infinite Campus.**

- Registrar or clerk contacts the teacher of record and informs them of the pending withdrawal or transfer.
- Confirm grades have been posted for the student *prior* to initiating the withdrawal or transfer in Infinite Campus.
  - If the student is transferring within the District or school, grades should be posted to Progress Grade.
  - If the student is transferring outside of the District, grades should be posted to the appropriate semester.
- Ensure the report card or progress report is printed or saved *before* the withdrawal or transfer information is entered in Infinite Campus. This step will ensure the grades are posted and the teacher's name will appear on the report card.
- Grades do not transfer to the new teacher within Infinite Campus.
- The progress report must be sent to the new teacher. It is at the new teacher's discretion what grades to transfer into his/her grade book for the student.
- Review attendance to ensure the proper effective date of the withdrawal or transfer is entered in Infinite Campus.
- To print a report card for a withdrawn student you must change the effective date to 1-2 days prior to when the student withdrew.

**Remember: Grades do not transfer in the Infinite Campus Grade Book**

Actions that impact the grade book and grade reports:

- Modifications to attendance or schedule, i.e., changing kindergarten classes from half day to full day or the reverse
- Adding or losing teachers to surplus
- Moving students from one room to another within the building
- Student withdrawals, either within the District or out of District

## Resources

For complete instructions on how to enroll, schedule, withdraw, or transfer students in Infinite Campus please go to:  
**InterAct > District Link > Infinite Campus**

For guidance on transfer grades and printing grade reports please go to:  
**InterAct > District Link > Infinite Campus > Instruction and Grade Book**

