

## Preserving Grade Book Data When Withdrawing and Transferring Students

This guidance document provides clerks, registrars, and classroom teachers with steps to ensure grades are posted to the progress report and/or report card for printing purposes should students withdraw or transfer. Use these guidelines to develop procedures for your school site.

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*Communication between clerks and teachers is essential because grades do not automatically transfer in the Infinite Campus Grade Book.*

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### Consider these steps when:

- Dissolving or creating new classes after the school year begins.
- Adding teachers or losing teachers to surplus.
- Moving students from one classroom to another within the building.
- Student withdrawals, either within District or out of District.

### How to ensure grade book data is preserved:

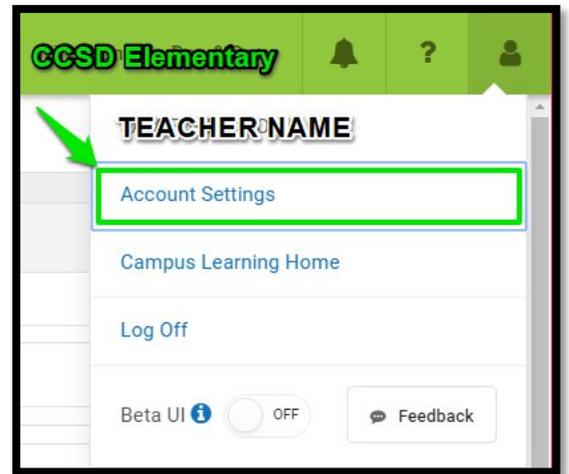
- Inform the teacher of record of the pending withdrawal or transfer.  
Note: Grades do not transfer to the new teacher within Infinite Campus.
- Confirm grades have been posted for the student prior to initiating the withdrawal or transfer in Infinite Campus.
  - If the student is transferring **within** the District or school, grades should be posted to Progress Grade. If there are fewer than 15 days left in the grading term, grades should be posted to the appropriate semester. Grades for students withdrawing on December 2, 2019 or later should be posted to Semester 1, and grades for students withdrawing on April 30, 2020 or later should be posted to Semester 2.  
Note: When receiving students in the last 15 days of the term, posted semester grades from the previous school should be found in Infinite Campus.
  - 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 is completed in Infinite Campus. Remember, to print a report card for a withdrawn student, you must change the effective date to 1-2 days prior to when the student withdrew.
- The progress report should be made available to the new teacher via the cumulative folder or a digital method. It is at the receiving teacher's discretion what grades are transferred into the grade book for the student.
- Once this is complete, review attendance to ensure the proper effective date of the withdrawal or transfer is entered in Infinite Campus.

### Adjusting Grades for Withdrawn Students

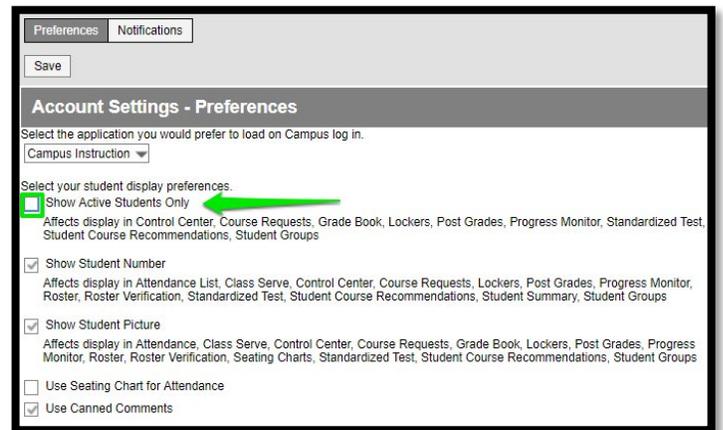
The following steps can be used in case student scores were not updated prior to withdrawal. This allows student achievement on specific standard clusters to be shared with the receiving school or teacher.

- The teacher must first make withdrawn students visible in the grade book.

- Select Account Settings from the User Menu (person icon in the upper right hand corner).



- Remove the selection for the box next to “Show Active Students Only.”



- In the grade book, withdrawn students’ names will appear in red. The teacher can then update scores for students as needed.
- Generate a Student Summary Report:
  - Campus Instruction > Index Menu > Reports > Student Summary Report
 For illustrated instructions, please go to [training.ccsd.net](http://training.ccsd.net), select Grade Book, and the grade book type for your school. Open the Grade Book Guide to the section titled Transfer Grades: Method 1 – Using Student Summary Report for instructions on generating this report.
- Repeat this process for each student section.

**Resources**

- For complete instructions on how to enroll, withdraw, or transfer students in Infinite Campus, please go to [srs.ccsd.net](http://srs.ccsd.net).
- For information on scheduling and managing course sections, please contact the CCSD Guidance and Counseling Department at (702) 799-1086.
- For guidance on transfer grades and printing grade reports, please go to [training.ccsd.net](http://training.ccsd.net) and select Grade Book.