

Transferring and Receiving Student Data: Schooltool now has the capability to allow the transfer of student data from one district to another. This includes ONLY Census and Demographics data.

To Transfer Data:

First search for the student who's data you want to transfer. Once in the student record, select the double paper icon in the upper right corner (1).

PERSON 1

View search Cancel search Previous/Next

MyHome **Census** Scheduling Medical Discipline Attendance Counseling Transportation

QUICK LINKS

Arrasmith, Pauline 2178

No Photo

FIRST: Pauline
MIDDLE: Joseph
LAST: Arrasmith
GENDER: Male
DOB: 6/30/1952 (61 yr 7 mo)
1ST LANGUAGE: English
EMAIL: Cheekster1@dodgeit.com

RESIDENCE: 52447 Blenheim Dr.
Bayside, NY 32198
PHONES: H: (330) 254-3434
BUS INFO: CL5(Gloria Reynaud)

Created by Osvaldo Maxey on 3/3/2009 at 10:48 AM
Modified by Tiffany Perry on 11/22/2010 at 10:56 AM

Accounts Addresses **Contacts** Demographics Student Letters User Defined Notes

DETAILS

From the dropdown box (2) select the district you are transferring the student data to. Then click "Transmit." (3)

TRANSFER STUDENT DATA

TRANSMIT TO DISTRICT 2

District: Training 3

Transmit 3

You will then be notified that the student was successfully transmitted.

TRANSFER STUDENT DATA

Student was successfully transmitted.
TRANSMIT TO DISTRICT

District: Training 3

Transmit

To Receive Data:

Go to Census>Receive Student Data. You will see the student(s) that were transferred to your district. You have several options from this point.

2007-2008

HOME CENSUS SCHEDULING MEDICAL FACULTY DISCIPLINE ATTENDANCE COUNSELING TRANSPORTATION MAINTENANCE HELP LOGOUT




RECEIVE STUDENT DATA


Contains Text:


Created Between: and


Committed:

Search

	Original Student ID	Name	District	Date Received	Committed
  	2178	Arrasmith, Pauline Joseph	ALBANY CITY SD	1/30/2014 2:59PM	




 Clicking the printer icon brings up a printable report of all the student's data that is being transferred. This is a good source for checking the data before committing it to your schooltool database. (sample on pg. 3)

 The check is what completes the transfer of data into your schooltool database. It "Commits" the student data.


 Clicking the "X" deletes the student from the list. No data is ever transferred into your database.

After clicking the blue check to commit the student data, you MAY see a screen like the one below. This screen is telling you that there is similar data in your database already. You will have to check and verify the data (Student, Contacts and Addresses) to make sure that it is not being duplicated.

The options for each data field will let you choose if you want to **use existing data** OR **create new data** OR **overwrite the current data** in your system. Once you have verified the data, click the green save disk (4).

RECEIVE STUDENT DATA 4   

STUDENT

Arrasmith, Pauline Joseph Similar students exist in schooltool. 

Male
DOB: 6/30/1952

This child already exists in schooltool. Do not create a new child. Overwrite All

Create a new student.

CONTACTS

Reynaud, Gloria Similar contacts exist in schooltool.

Male
Father
Primary

Reynaud, Gloria is the adult in the relationship

Use existing Overwrite All

Create a new contact

This is the report you will see when you click the printer icon next to the student's name on the Receive Student Data screen. The data that is transferred includes census data, demographics, contact info and call order.

Note: Home District DOES NOT get transferred in this process. It must be manually added in the Student tab.

Receive Student Data

Student

*No
Photo*

Name:	Arrasmith, Pauline Joseph	Home District:	ALBANY CITY SD/ District Elementary 5 (2178)
Gender:	Male	Primary Lang:	English
DOB:	6/30/1952	Eye Color:	
		Hair Color:	
		Height:	
		Weight:	
		Email:	Cheekster1@dodgeit.com
		Phone:	N/A

Demographics

Is Hispanic:	No	Race:	White
Race 2:	None	Race 3:	None
Race 4:	None	Race 5:	None

Contacts

Name:	Reynaud, Gloria	Relationship:	Father (Primary)
Gender:	Male	Contact ID:	
Email:	Thomas.J.Patry@dodgeit.com	Phone:	(330) 254-3434 (Home) (936) 288-9481 Unl (Cell) (936) 288-9481 (Work)
Address:	52447 Blenheim Dr. Bayside, NY 32198		
Flags:	Receives Mail, Pickup		

Name:	Alford, Keith	Relationship:	Mother
Gender:	Female	Contact ID:	
Email:	Travis.Macklin@mailinator.com	Phone:	(330) 254-3434 (Home) (936) 288-9481 Unl (Cell) (936) 288-9481 (Work)
Address:	52447 Blenheim Dr. Bayside, NY 32198		
Flags:	Receives Mail, Pickup		
