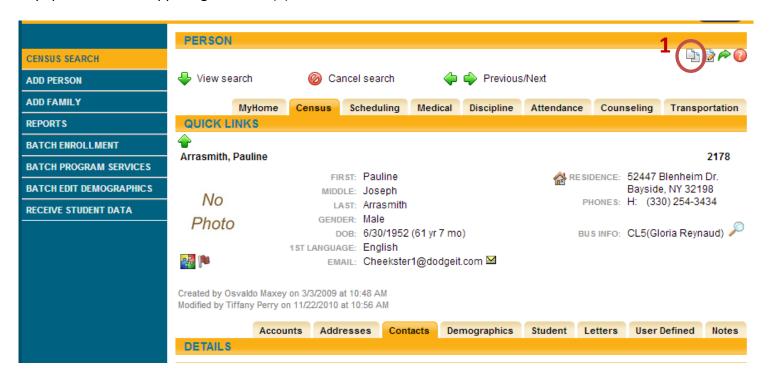
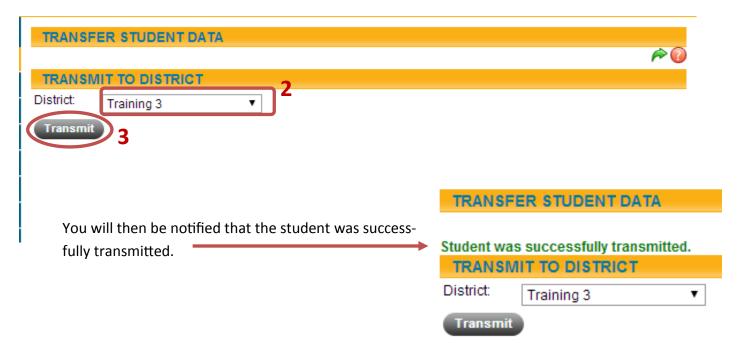
**Transferring and Receiving Student Data:** Schooltool now has the capability to allow the transfer of student data from one district to another. This includes ONLY Census and Demographics data.

## 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).

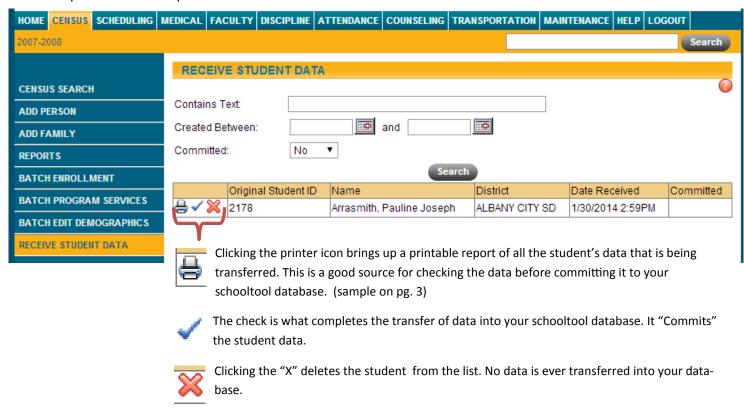


From the dropdown box (2) select the district you are transferring the student data to. Then click "Transmit." (3)



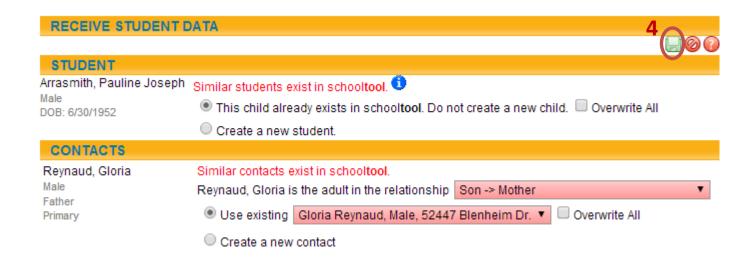
## To Receive Data:

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.



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 <u>use existing data</u> OR <u>create new data</u> OR <u>overwrite the current data</u> in your system. Once you have verified the data, click the green save disk (4).



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

Home District: ALBANY CITY SD/ District Elementary 5 (2178)No Primary Lang: English Photo Eye Color: Hair Color: Height: Name: Arrasmith, Pauline Joseph Weight: Gender: Male Email: Cheekster1@dodgeit.com DOB: 6/30/1952 Phone: N/A Demographics Is Hispanic: Race: White Νo 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) 52447 Blenheim Dr. Address: (936) 288-9481 (Work) Bayside, NY 32198 Receives Mail, Pickup Flags: Name: Alford, Keith Relationship: Mother Gender: Female Contact ID: Email: Travis.Macklin@mailinator.com Phone: (330) 254-3434 (Home) (936) 288-9481 Unl (Cell) 52447 Blenheim Dr. Address: (936) 288-9481 (Work) Bayside, NY 32198 Receives Mail, Pickup Flags: