# Student Transfer Process in FACTS SIS

This document is intended to walk users through the Diocese-wide Student Enrollment Search and transfer tool. These steps are utilized to check new students for enrollment in another Diocese of Brooklyn school and initiate a transfer of data if match is found.

Step 1: School Transfer Request

From the Main Menu please select Report Manager

Select **Custom** > **"Diocese of Brooklyn – Student Enrollment Search"** than Select **View Report**
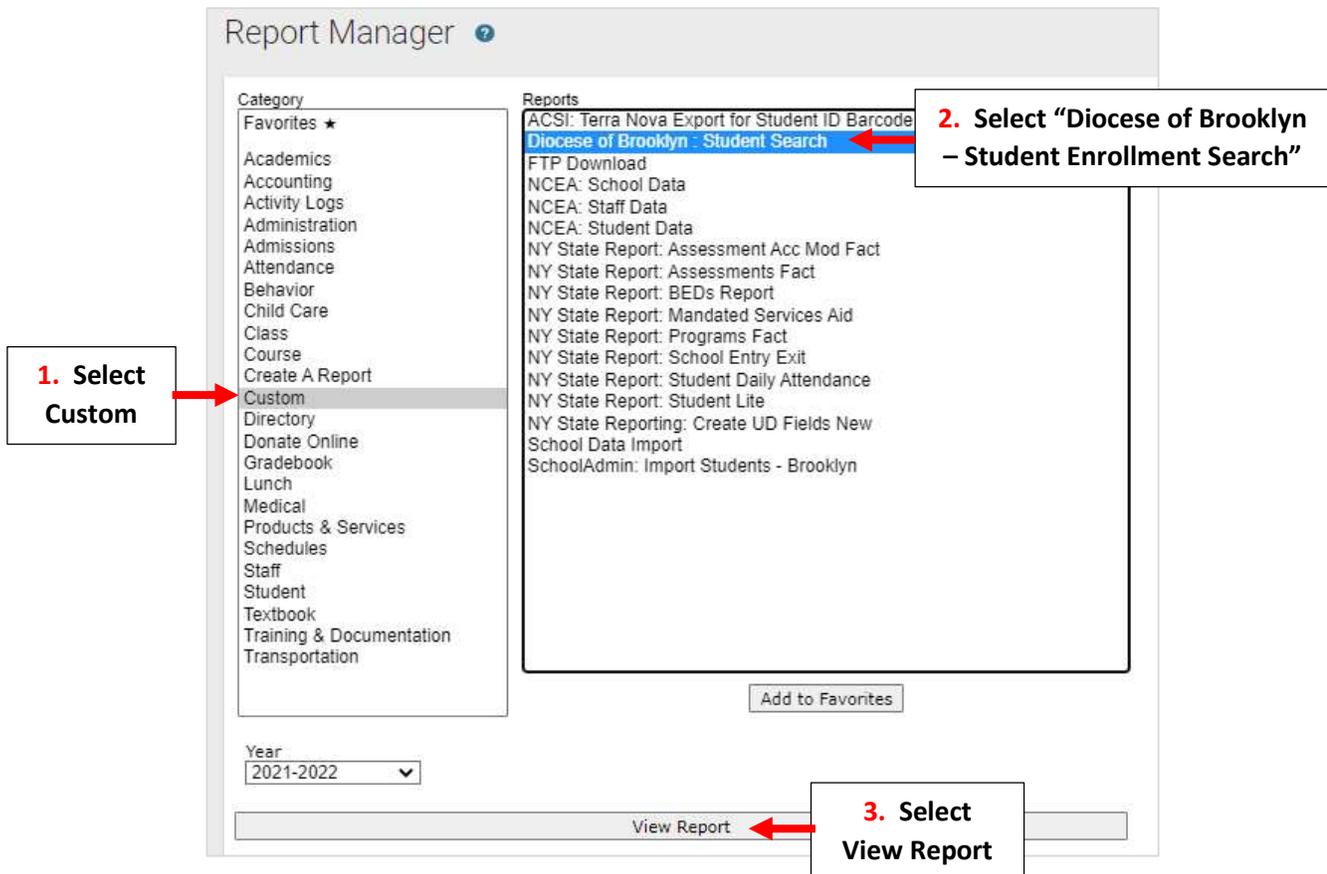
Enter Student's Information, i.e. First Name, Middle Name, Last Name, and/or Date of Birth. Select Search

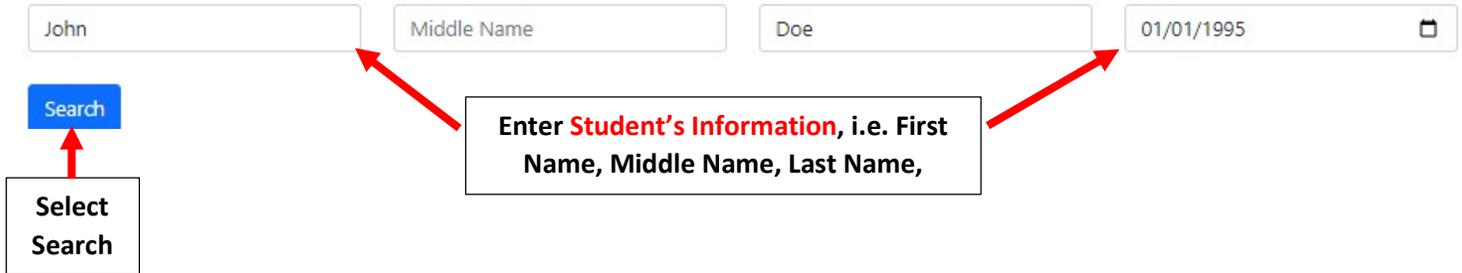## Diocese of Brooklyn - Student Enrollment Search

Please enter the name and birthdate of the student you are preparing to enroll into your school and click "Search". The application will return potential matches in the event that the student is enrolled elsewhere in the diocese. When a match is encountered and confirmed, you will be given the option to notify the Diocesan office, requesting an enrollment transfer.

| John | Middle Name | Doe | 01/01/1995 |

Search

Enter Student's Information, i.e. First Name, Middle Name, Last Name,

Select Search

Report will update with list of all students that match data searched. ***Please note: The more information entered, the more refined the results will be.* Click "Select" next to Matched Student

Select Search

Diocese of Brooklyn - Student Enrollment Search

Current District	Lastname	Firstname	Middlename	SchoolID	Birthdate	GradeLevel	Street	City	State	Zip	
St Brooklyn Academy	doe	john		10824	01/01/1995			bellerose	NY	11426	Select
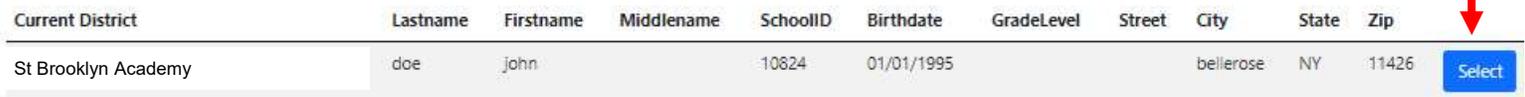
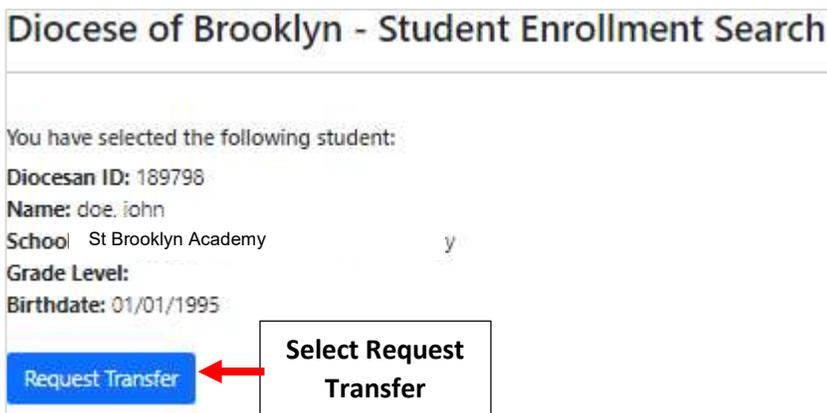**Confirm Student Match is Correct. Select Request Transfer to initiate Transfer Request to Diocese**

Diocese of Brooklyn - Student Enrollment Search

You have selected the following student:

Diocesan ID: 189798
Name: doe, john
School St Brooklyn Academy   y
Grade Level:
Birthdate: 01/01/1995

Request Transfer

Select Request Transfer

Step 2: DART Transfer Steps

When a notification comes from a school requesting transfer, Diocesan team member will follow the below steps:

Prior to Transfer Student's Admission Status should be marked "Parent Withdrawn" at Current School

From DART Main Menu Select Transfer Tool

Diocese of Brooklyn

Configuration ∨

Email Tool

Transfer Tool ←

Select Transfer Tool

Student Transfer Tool will Open, please follow the 8 Steps in order listed below.

Please note difference in Transfer Types

1. Transfer Single Student to Admissions - This option will pull forward all student data from current school into requesting school's Admissions section

2. Transfer single student to Inquiry - This option only transfers *most basic contact info*. *NOT Recommended for current student transfers*

Student Transfer Tool

Transfer From
Select School

St. Joan of Arc Catholic School ▼

1. Select Student's Current School →

Transfer To:
Select School

Our Lady of the Blessed Sacrament Catholic ▼

← **2. Select School Transferring To**

Transfer Type:
Select Transfer

Transfer single student to Admissions ▼

3. Transfer Single Student to Admissions →

Student List
Select Student

Dubon, Bryan Daniel (05) ▼

← **4. Select student from Student List**

5. If student has siblings to be moved, select "Yes, link to existing sibling"

If student does not have siblings, select "No" →

Sibling Link
Sibling Link

No ▼

Select Grade Level for Admissions
Select Grade

06 ▼

← **6. Select Grade Level for Admissions**

Select School Year for Admissions
Select Year

2022-2023 ▼

7. Select School Year for transfer →

Transfer ←

8. Select Transfer button to transfer student between schools

Please Note the following:

- **Students will now appear in Admissions > New Students with an Admissions Status of "Submitted" in new school**

New Students	⚙ ⬇ + ▽				
Student (15) ↑	Grade	School	Admissions Status	Inquiry	Application
		Academy			
Dubon, Bryan	06	Our Lady of the Blessed Sacrament Catholic Academy	Submitted ⬅		Paper

- **All student demographic and archived academic data will transfer to new school.**
- **Diocese office will notify schools when transfer is complete**
- **Verify Student is withdrawn from original school ***This will not be done automatically*****