

How to do a proper building withdraw to another building in your district

At the building the student is leaving, do a student withdraw choosing the Building option:

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Address: <https://dasl.tccsa.net/DASL-Live/SIS/Student/WithdrawStudent.aspx>

Home » SIS » Student » Withdraw Student

WARNING: You are working with a Past School Year

Withdraw Student

From this screen, you can withdraw a student from the working school.

In order to withdraw a student from the working school for the current school year, please enter a withdraw date and select a valid withdraw code. If you are **sure** you want to withdraw the student, please select the submit button from below.

Withdrawal Type: Building Withdrawal District Withdrawal

Admission Date: 4/21/2008

Withdrawal Date: 4/24/2008

Withdrawal Code: ** - Not applicable, includes transfer within district

Withdraw to School IRN: 006551

Withdraw to School Comments: moved to bldg. B

Student Status: I - INACTIVE

Remove Locker Assignment:

Remove Homeroom Assignment:

- 1: Be sure to have the Building Withdrawal button selected!
- 2: Make sure the withdrawal date is the actual last day in your building!
- 3: Select the ** as the Withdrawal Code!
- 4: Enter the new building's IRN in the Withdraw to School IRN box! (Keep a list handy)

Click on the Submit button, this will show you the student's calendar history and change the student's calendar to withdrawn if the date is past, or will change that evening if the day is current.

At the building the student will be enrolling, you should see the Enrollment Alert on your Home page (portal) when you log in or go back to the home page.

Click on the Edit pencil by the enrollment alert:

The screenshot shows the DASL Live portal interface. At the top, there is a navigation bar with links like Home, SIS, Teacher Menu, EZ Query, Management, EMIS, My Account, ITC, Local, Develop, and Sitemap. Below this, the user is logged in as Sherry Williams-Live. A yellow warning banner reads "WARNING: You are working with a Past School Year". The main content area is titled "DASL - Data Analysis for Student Learning" and features several sections: "Quick Links" with links to TCCSA ITC, Register For TCCSA Classes, HelpDesk, and Log On; "Enrollment Alerts" with a table listing alerts; "Announcements" and "Upcoming Events" with edit icons; "Headlines!"; and "All Buildings" with a link to HelpDesk Tutorials.

School	Student	Alert Type	Start Date
TCCSA High School	Beanstalk, Jackie	Pending Enrollment	Apr 24, 2008

From that you should see the following screen:

The screenshot shows the "Manage Portal Enrollment Alerts" page. It includes a navigation bar similar to the previous page. Below the navigation bar, there is a yellow warning banner. The main content area is titled "Manage Portal Enrollment Alerts" and contains a form for managing an alert. The form fields are: Alert Type (Pending Enrollment), Student (Beanstalk, Jackie), Student Number (12012), Acting School (TCCSA Test Elementary School), Start Date (4/24/2008), and Comments. At the bottom of the form, there are three buttons: "Enroll", "Remove", and "View Portal Page".

Click on the Enroll button and it will take you to the Student Registration page:

Student Registration
From this screen, you can register a new student.

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Personal Information:
 First Name: Jackie Middle Name: Thia Last Name: Beanstalk
 Last Name Suffix: Called Name: Mother's Maiden Name:
 Social Security: 879-87-9879 EMIS ID: 879879879 Student Number: 12012

Demographics:
 Birthdate: 4/29/1994 Gender: F Age: 14
 Citizenship: Ethnicity: Birthplace City: Birthdate Verified:

Academic Information:
 Native Language: Grade: Student Status: A - ACTIVE RES
 Admission Date: 7/21/2008 Admission Code:
 Attendance Calendar: DFLT (Default) Building Prog Track: TCCT - TCCSA Test Program:
 Locker Assignment: Assign Primary Locker Admission Reason:

Address:
 Address of Residence (For Address Verification) Mailing Address Use Address of Residence
 Street: 456 Fun Drive Street: 456 Fun Drive
 City, State, Zip: Wooster OH 44691 City, State, Zip: Wooster OH 44691

Phone Number: (330) 345-5000 Unlisted **Home School IRN:**

Make whatever changes you need to, address, phone number, status, etc. and then click on the Register and New and the student is now in the new building, add the schedule etc.

Note: The Admission date field will now be blank and force a date. This way the staff can enter the correct date to the building – if current can enter the T for today's date and it will put the current date in.

NOTE: Doing the building 'transfer' in this fashion, will keep you from creating a new student id or having a problem with the SSID and/or EMIS id. It will also help retain all historical data on the student too.