

Transfer Guidance - LaunchPad

Before, during, and after testing | All assessments

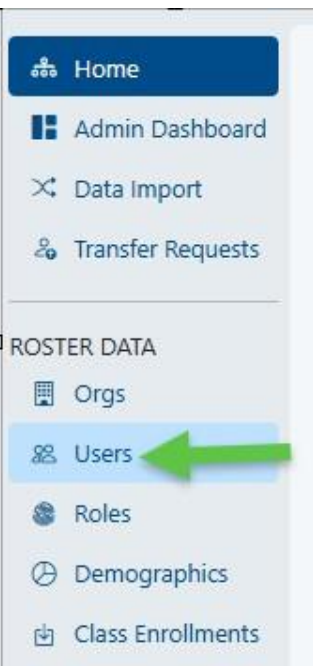
PURPOSE

Use this process when a student transfers from one school to another within the same LEA. A Local Accountability Coordinator or School Test Coordinator should complete these steps in LaunchPad whether the transfer occurs before, during, or after testing.

1

Open Users

From the left navigation menu, select Users.



Navigation tip

Under Roster Data, choose Users to access student records.

2

Find the student

Enter the student's SASID or name in the search bar.

The image shows a screenshot of the 'Users' page in LaunchPad. At the top, there is a search bar with the text '600000002_jt' and a green arrow pointing to it. Below the search bar, there is a table with columns: Last Name, First Name, Identifier, Organization Name, Primary Grade, Sourceid, Status, and Last Modified. The first row of data shows 'Emms', 'Rogers', '600000002_jt', 'Hickory Charter Sample School', '10', '600000002_jt', 'Active', and '2024-10-22T15:58:33.126Z'.

Last Name	First Name	Identifier	Organization Name	Primary Grade	Sourceid	Status	Last Modified
Emms	Rogers	600000002_jt	Hickory Charter Sample School	10	600000002_jt	Active	2024-10-22T15:58:33.126Z

Open the student role record

Locate the record, then open role settings.

- 3

Open the student record

Select the pencil icon on the right side of the student row.

Students 1Non-Students 3All Users 935

600000002_pt

Status: ActiveGrade: AllOrgs: All

All Filters

Last Name	First Name	Identifier	Organization Name	Primary Grade	SourcedId	Status	Last Modified
Emmons	Rogers	600000002_pt	Hickory Charter Sample School	10	600000002_pt	Active	2024-10-22T15:58:33.129Z

- 4

Select Edit Roles

In the student record, select Edit Roles.

Grade 10Email

Org and Role RecordsDemographicsUser MetadataClass EnrollmentsAdditional Info

Show inactive roles

Role	Org	Role Type	Begin Date	End Date	Status
Student	Hickory Charter Sample School	Primary			Active

Edit Roles

PROGRESS

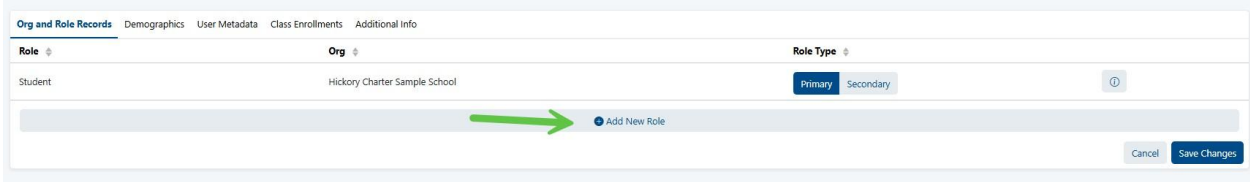
Replace the school role

Add the new role before removing the previous role.

5

Add a new role

Select Add New Role to create a role for the new school.

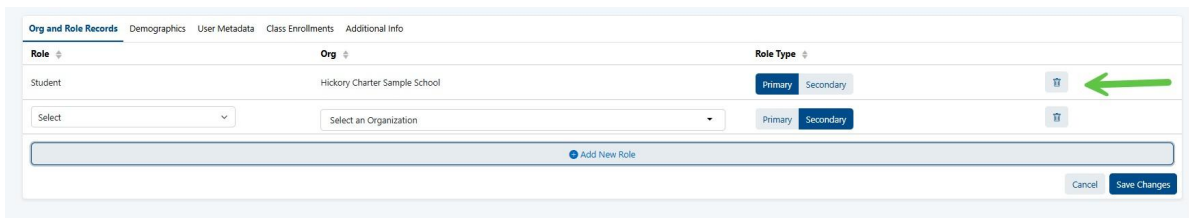


The screenshot shows the 'Org and Role Records' interface. At the top are tabs: 'Org and Role Records', 'Demographics', 'User Metadata', 'Class Enrollments', and 'Additional Info'. Below the tabs is a table with columns: 'Role', 'Org', and 'Role Type'. The table contains one row with 'Student' in the 'Role' column, 'Hickory Charter Sample School' in the 'Org' column, and 'Primary' in the 'Role Type' column. Below the table is a button labeled 'Add New Role'. A green arrow points to this button. At the bottom right are 'Cancel' and 'Save Changes' buttons.

6

Remove the previous role

Select the trash can icon next to the current role for the previous organization.



The screenshot shows the 'Org and Role Records' interface. At the top are tabs: 'Org and Role Records', 'Demographics', 'User Metadata', 'Class Enrollments', and 'Additional Info'. Below the tabs is a table with columns: 'Role', 'Org', and 'Role Type'. The table contains one row with 'Student' in the 'Role' column, 'Hickory Charter Sample School' in the 'Org' column, and 'Primary' in the 'Role Type' column. To the right of the row is a trash can icon. A green arrow points to this icon. Below the table is a button labeled 'Add New Role'. At the bottom right are 'Cancel' and 'Save Changes' buttons.

IMPORTANT

LaunchPad requires active users to have at least one active role. Add the new role before deleting the previous role.

Complete and verify the transfer

Enter the new school information and confirm the update.

7

Complete the required fields

- Role
- Organization
- Primary designation
- Save Changes

The screenshot shows the 'Org and Role Records' form. It has three tabs: 'Org and Role Records', 'Class Enrollments', and 'Additional Info'. The 'Org and Role Records' tab is active. It contains three dropdown menus: 'Role' (set to 'Student'), 'Org' (set to 'Harborwoods Sample High'), and 'Role Type' (with 'Primary' and 'Secondary' buttons). Below these is a table with one row and a column header 'Add New Role'. At the bottom right are 'Cancel' and 'Save Changes' buttons. Green arrows point to the 'Student' role, 'Harborwoods Sample High' organization, 'Primary' role type, and the 'Save Changes' button.

8

Confirm the update

After you save the changes, verify that the student record displays the new school.

The screenshot shows the 'Org and Role Records' table. It has tabs: 'Org and Role Records', 'Demographics', 'User Metadata', 'Class Enrollments', and 'Additional Info'. The 'Org and Role Records' tab is active. It shows a table with one row and columns: 'Role', 'Org', 'Role Type', 'Begin Date', 'End Date', and 'Status'. The row shows 'Student' role, 'Harborwoods Sample High' organization, 'Primary' role type, and 'Active' status. Above the table, there is a 'Show inactive roles' checkbox and an 'Edit Roles' button. The table header shows 'Primary Role' as 'Student, Harborwoods Sample High', 'Grade' as '10', 'Username' as '600000002_pt', and 'Updated By' as 'Howard Practice 3'.



Transfer complete: the student is now associated with the new school in LaunchPad.