

# TRANSFERRING STUDENTS

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The Transfer Student feature allows you to transfer students at your school to another school within your region. Most immediately, this will be of use to middle schools or junior high schools looking to transfer their graduating grade 8 or grade 9 students to the appropriate high school.

## IMPORTANT NOTES:

- If you're part of a region or district using Career Cruising, check with your school system administrator first to find out if a certain timeline has been established for you to complete these tasks.
- We do encourage you to communicate with your other schools' Career Cruising Administrators to establish a timeline when these tasks will be completed. For example, the middle schools should complete their tasks first, and once the middle schools have completed their tasks, then the high schools can complete their tasks.
- You will want to run any Portfolio reports that you will need prior to beginning with the transfer students process.
- One person at your school should be designated to complete the transfer to ensure that this function is only performed once.
- Before undertaking the task below, you will want to review the Promote/Graduate Students Log which can be found by clicking on the "Promote/graduate students" link on your advisor homepage.
- If you will be transferring students to a new school (for example, from junior high school to high school), it is highly recommended that they are transferred BEFORE they are promoted. This will ensure the students are only promoted once (at their new school).

## TO TRANSFER STUDENTS:

1. Login to your Career Advisor Management System (CAMS) tool:

[www.careercruising.com/school](http://www.careercruising.com/school)

If you do not remember your login, you may click on the link "Forgot your login?" and your advisor password will be emailed to you. If you need additional assistance with logging into your CAMS account, please contact Client Support at 1-800-965-8541, ext 2 or e-mail at [clientsupport@careercruising.com](mailto:clientsupport@careercruising.com)

2. Click on **TRANSFER STUDENTS** link in the Student Administration section of your Advisor Homepage. NOTE: The Transfer Student link will not appear if there are no schools in your region available for you to transfer your students to.
3. Select the school you would like to transfer the students to and click the grey NEXT button. Please note, if the school you would like to transfer students to is NOT listed, please contact me directly. NOTE: Only schools with a valid license to Career Cruising and within your region will appear on your list.
4. Search for the students you will be transferring (such as all grade 8 students) and click the grey NEXT button to display your search results.
5. Select the students to be transferred using the check box beside the students' names (You can use the **SELECT ALL** link at the top and bottom of the list to quickly select all students.)

6. Once you have selected all the students you want to transfer, click the grey **TRANSFER** button.
7. The 'Confirm student list for transfer' screen allows you a final opportunity to confirm the student list.
8. When you are ready to transfer, click the grey **CONFIRM** button to continue.
9. A confirmation screen appears when your transfer is complete.