How do I transfer a student?

- 1. Log into an AIMSweb manager account.
- 2. Click the **Manage** Tab.
- 3. Click the **Students** link.
- 4. Checkbox the student to be transferred.
- 5. Click the **Transfer** button at the bottom of the screen.
- 6. Choose the **Unlisted School** and checkbox the student again for verification.
- 7. Click **Save and Next** after verifying the information is correct.
- 8. Click **Print** to print the transfer id slip and keep in the student file.
- 9. Click Finish.
- 10. Click OK to complete the transfer.

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