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.