

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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<https://pearsonassessmentsupport.com/support/index.php?View=entry&EntryID=3901>