How do I retrieve a student who transferred to the unlisted school?

If you printed the transfer slips:

- 1. Log into an AIMSweb manager account.
- 2. Click the **Manage** tab.
- 3. Click the **Students** link.
- 4. Click **Show** next to Advanced Fields.
- 5. Enter the transfer ID in the Transfer ID field.
- 6. Click Search.
- 7. Click Transfer.

This will pull the student back in.

If you didn't print the transfer ID slips:

1. Change the School year by clicking on the year link in the top right hand corner.

- 2. Select the previous school year.
- 3. Click the **Manage** tab.
- 4. Click the **Teachers** link.

5. Click **Edit Roster** of the Teacher the student was in. The AIMSweb/Transfer ID is in the left hand column.

6. Copy this number and start with Step 2 in the previous instructions.

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Web Support -> AIMSWeb -> Managing Students -> How do I retrieve a student who transferred to the unlisted school?

 $[\]underline{https://pearsonassessmentsupport.com/support/index.php?View=entry\&EntryID=3904$