

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.

Article ID: 3904

Last updated: 25 Mar, 2010

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<https://pearsonassessmentsupport.com/support/index.php?View=entry&EntryID=3904>