



Student Transfer Request

DUONG THUY BACH
INFORMATION SERVICES

How to submit a new request

- ▶ Go to <https://forms.iusd.org/Lists/StudentTransferRequest/NewRequest.aspx>
- ▶ Log in using the same username (e.g. JohnDoe) and password that you use to log in to your Outlook.
- ▶ Fill out the required information except for the “Person requesting Transfer” field. It will be automatically populated with your name (see the next slide for more info).
- ▶ Click on “Email Form to Operations” button to submit the request.



Transfer From: *

Transfer To: *

Last school year attended IUSD: *

Student's Last Name: *

Student's First Name: *

Perm ID:

Current Grade: *

DOB:  ← Click here for the calendar view

Person requesting Transfer:

People to be notified:

Additional Information:

Click to see the list of schools
If you manually type in the school name, click to validate

Click to see all contacts
Click to validate your input

Email Form to Operations

Reset Form

Close Form without Submitting

New Request Form



Transfer From: *

Transfer To: *

Last school year attended IUSD: *

Student's Last Name: *

Student's First Name: *

Perm ID:

Current Grade: *

DOB:

Person requesting Transfer:

People to be notified:

Additional Information:

Choose Schools

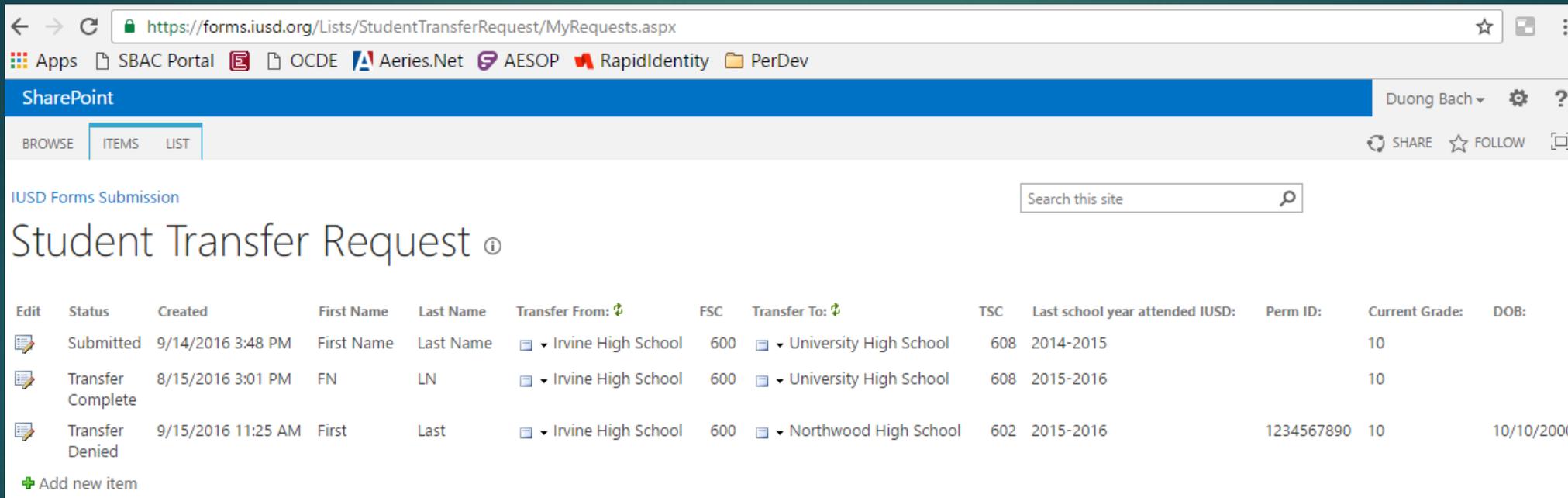
Find

School Name	School Code
Adult Transitions Program	617
Alderwood Elementary	102
Alderwood TK	103
Beacon Park School	177
Bonita Canyon Elementary	108
Brywood Elementary	110
Canyon View Elementary	146
Canyon View Transitional K	153
College Park Elementary	112
Creekside High School	614
Culverdale Elementary	116
Culverdale Transitional K	117
Cypress Village Elementary	118
Cypress Village Transitional K	119
Deerfield Elementary	120
Deerfield Transitional K	121

Search
by
School
Name

How to view your submitted requests

Go to <https://forms.iusd.org/Lists/StudentTransferRequest/MyRequests.aspx>



The screenshot shows a web browser window displaying a SharePoint site. The address bar shows the URL <https://forms.iusd.org/Lists/StudentTransferRequest/MyRequests.aspx>. The page title is "Student Transfer Request". Below the title is a search box labeled "Search this site". The main content area displays a table of submitted requests with columns for Edit, Status, Created, First Name, Last Name, Transfer From, FSC, Transfer To, TSC, Last school year attended IUSD, Perm ID, Current Grade, and DOB. There are three rows of data, and an "Add new item" button is visible at the bottom left.

Edit	Status	Created	First Name	Last Name	Transfer From:	FSC	Transfer To:	TSC	Last school year attended IUSD:	Perm ID:	Current Grade:	DOB:
	Submitted	9/14/2016 3:48 PM	First Name	Last Name	Irvine High School	600	University High School	608	2014-2015		10	
	Transfer Complete	8/15/2016 3:01 PM	FN	LN	Irvine High School	600	University High School	608	2015-2016		10	
	Transfer Denied	9/15/2016 11:25 AM	First	Last	Irvine High School	600	Northwood High School	602	2015-2016	1234567890	10	10/10/2000

Add new item

How to view, edit or delete your requests

- ▶ Go to <https://forms.iusd.org/Lists/StudentTransferRequest/MyRequests.aspx>
- ▶ Click on the edit button to view, edit or delete your request

SharePoint

BROWSE ITEMS LIST

IUSD Forms Submission

Search this site

Student Transfer Request ⓘ

Click here to edit/delete an existing request

Edit	Status	Created	First Name	Last Name	Transfer From: ↕	FSC	Transfer To: ↕	TSC	Last school year attended IUSD:	Perm ID:	Current Grade:	DOB:
	Submitted	9/14/2016 3:48 PM	First Name	Last Name	▾ Irvine High School	600	▾ University High School	608	2014-2015		10	
	Transfer Complete	8/15/2016 3:01 PM	FN	LN	▾ Irvine High School	600	▾ University High School	608	2015-2016		10	
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Add new item ← Click here to submit a new request

Questions?

- ▶ Email Operations@iusd.org for support