

## Part IV: Enrollment Transfers

### A. Introduction

Students are loaded to the MCAS Portal once per school year. Schools will need to take steps to transfer students from one school to another within the MCAS Portal when students transfer to a new school. These steps should be taken for students taking either computer-based tests or paper-based tests.

District test coordinators are able to update student enrollment in the MCAS Portal for students who transfer schools **within the same district**. Please refer to section B below for these steps.

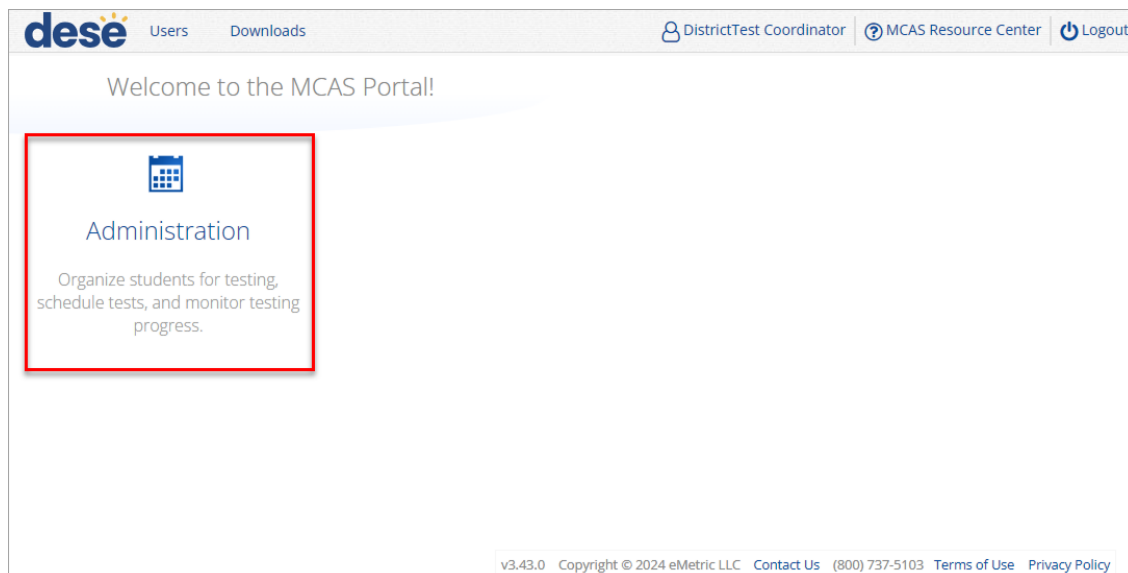
District and school test coordinators are able to submit enrollment transfer requests in the MCAS Portal for students who transfer schools **between different districts**. Please refer to section C below for these steps.

### B. Steps to Transfer a Student to a New School in the Same District


An enrollment transfer request is not necessary for a student that transfers schools within the same district. The district test coordinator is able to enroll a student in a new school if the student is transferring between schools within the same school district.

To transfer a student's enrollment from one school to another within your district, the district test coordinator should follow the steps below:

1. Log in to the [MCAS Portal](#) with your username and password.
2. On the MCAS Portal homepage, select **Administration**.



3. Select **Students** from the top menu bar.

- Locate the student in the students table by clicking the search icon  next to the column heading, type the search criteria, such as Last Name or State Student ID, and then select **Enrollment Info** in the student’s row.

- The student enrollment information is shown. Select **Unenroll** and then select **Yes** to confirm to unenroll the student from their previous school.

Enrollment Information for Demo, Lila (201100367)

District	School	Grade	Enrollment Status			
Cyber Falls-995	Cyber Falls Sch1-994	6	Enrolled	Unenroll	View Classes	View Test Sessions
<div>Enroll student in a different school</div> <div>« Back</div>						

Are you sure you want to unenroll from Cyber Falls Sch1-994?
 

Yes

No

You will receive a green confirmation message indicating the student has been unenrolled.

Student has been unenrolled from Cyber Falls Sch1-994.
 

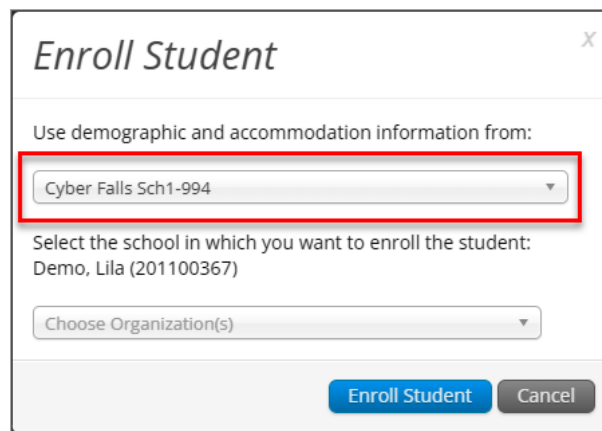
X

- Select **Enroll student in a different school**.

Enrollment Information for Demo, Lila (201100367)

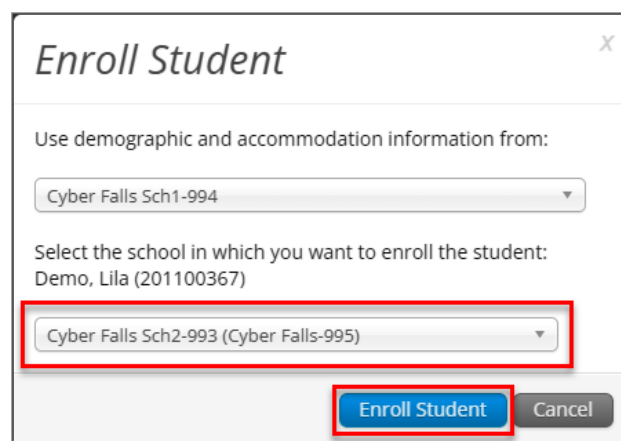
District	School	Grade	Enrollment Status	
Cyber Falls-995	Cyber Falls Sch1-994	6	Not Enrolled	Enroll
<div>Enroll student in a different school</div> <div>« Back</div>				

7. In the first drop-down menu, select the school from which you want to transfer the student's demographic and accommodation information (i.e., the school where the student was most recently enrolled).



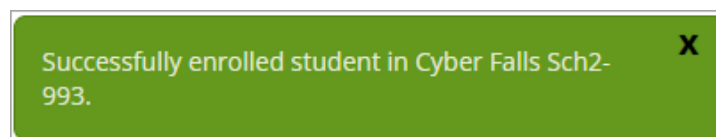
The 'Enroll Student' dialog box is shown. It has a title bar with a close button (X). Below the title, it says 'Use demographic and accommodation information from:'. A drop-down menu is highlighted with a red box, showing 'Cyber Falls Sch1-994'. Below this, it says 'Select the school in which you want to enroll the student: Demo, Lila (201100367)'. There is another drop-down menu labeled 'Choose Organization(s)'. At the bottom right, there are two buttons: 'Enroll Student' (blue) and 'Cancel' (grey).

8. In the second drop-down menu, select the school in your district that the student is transferring to and then select **Enroll Student**.



The 'Enroll Student' dialog box is shown again. The first drop-down menu still shows 'Cyber Falls Sch1-994'. The second drop-down menu, labeled 'Choose Organization(s)', is highlighted with a red box and shows 'Cyber Falls Sch2-993 (Cyber Falls-995)'. The 'Enroll Student' button at the bottom right is also highlighted with a red box.

9. A confirmation message will appear, and you will be redirected to the student information page to verify whether the student information is correct. Select the **Accommodations** tab to verify the student's accommodations, and the **Classes** tab to assign the student to a class. These steps can also be completed at a later time. Select **Save** to update the student record.



## C. Enrollment Transfer – Transferring Students between Districts

### 1. General Overview of Enrollment Transfer




The Enrollment Transfer feature, available to district and school test coordinators, allows users to request enrollment transfers for students transferring between school districts. District test coordinators and school test coordinators will be able to request and approve student enrollment transfers.

Select **Enrollment Transfer** from the homepage of the Administration component in the top menu bar to access the Enrollment Transfer page.



In Table 9 below are descriptions of the features that are available on the Enrollment Transfer page. The numbered icons listed in Table 9 are shown in the screenshot that follows to indicate the location of the feature.

**Table 9. Enrollment Transfer**

Icons	Description
	Filter the table by selecting an organization from the Organization drop-down menu.
	Filter enrollment transfers by status (Pending, Canceled, Approved, Rejected) using the Status drop-down menu.
	Select the green Request Transfer button to request a new enrollment

Icons	Description
	transfer.
4	View enrollment Approvals or Requests using the tabs provided. The Approvals tab will show enrollment transfers from your school that require your approval. The Requests tab will display enrollment transfers you have requested.
5	Sort table columns by selecting a column heading. To locate a student, select the search icon next to the column heading and type the search criteria (e.g., the first name, last name, or SASID).
6	Select the View Details link to view the detailed enrollment transfer information for the selected student.
7	Select the appropriate button to Approve or Reject pending enrollment transfers.

The screenshot shows the 'Enrollment Transfer' page in the Dese system. At the top, there are navigation tabs: Home, Site Readiness, Students, Enrollment Transfer (selected), Classes, Test Scheduling, Materials Management, and Student Registration. Below the tabs, there are two dropdown menus: 'Cyber City' (labeled 1) and 'Pending' (labeled 2). To the right of these is a green 'Request Transfer' button (labeled 3). Below the dropdowns are two tabs: 'Approvals' (labeled 4) and 'Requests' (labeled 5). The 'Requests' tab is active, displaying a table of enrollment transfer requests. The table has columns: Request ID, State Student ID, First Name, Last Name, Requesting Organization, Assigned Organization, Request Date, and Status. There are two rows of data. The first row has a 'View Details' link (labeled 6) and 'Approve' and 'Reject' buttons (labeled 7). The second row also has a 'View Details' link and 'Approve' and 'Reject' buttons. At the bottom of the table, it says 'Showing 1 - 2 of 2'.

## 2. Request an Enrollment Transfer

Schools will request an enrollment transfer when a student transfers into their school if the student already exists in the MCAS Portal. To initiate an enrollment transfer request, follow the steps below:

1. On the Enrollment Transfer page, select **Request Transfer**.

This screenshot shows the 'Enrollment Transfer' page with the 'Request Transfer' button highlighted by a red rectangle. The page shows the same navigation tabs as the previous screenshot. The dropdown menus show 'Cyber Falls-995' and 'Pending'. The 'Approvals' and 'Requests' tabs are visible, but the 'Requests' tab is not active, so no data is displayed in the table. A message at the bottom of the table area says 'There is no data found for the selected criteria.'

2. Search for the student by **State Student ID (SASID)**, **last name**, and **date of birth**, and then select **Search**. Results will only be returned when all of these fields match a student record in the MCAS Portal.

*Request Enrollment Transfer*

State Student ID: \* 2222345678

Last Name: \* Demo

Date of Birth (MM/DD/YYYY): \* 01/01/2012

Search

3. If a matching student is found, you will be prompted to select the school into which you want to transfer the student, and then select **Submit Request**.

**Note:** If a matching student is not found, verify whether the State Student ID (SASID), last name, and date of birth are correct. If the student still cannot be found, this means that the student record does not exist yet in the MCAS Portal for your school or any other organization. You will need to manually add the student to the MCAS Portal; steps for this process can be found in [Part III: Student Registration](#).

*Request Enrollment Transfer*

State Student ID: \* 2222345678

Last Name: \* Demo

Date of Birth (MM/DD/YYYY): \* 01/01/2012

Search

*Student found. Select organization information below:*

Student will be transferred from:  
Cyber City Sch2-002

Select the school in which you want to transfer the student: Mike Demo (2222345678)

Choose Organization(s)

Notes: (Optional)

Submit Request Cancel

Once a request is submitted, an email will be sent from the MCAS Service Center to the district test coordinator who initiated the request as well as to the district test coordinator and school test coordinator from the school that the student is transferring from. The request will also appear on the Requests tab of the Enrollment Transfer page. Once the district or school test coordinator approves the request, the

demographic and accommodation information will be transferred from the organization with the most recent record.

Enrollment Transfer

Your enrollment transfer request has been sent for approval. The enrollment transfer request ID is 25.

Cyber FallsPendingRequest Transfer

ApprovalsRequests

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
25	2222345678	Mike	Demo	Cyber Falls Sch2-002	Cyber City Sch2-002	12/12/2024 7:50:33 AM	Pending	View DetailsCancel

Showing 1 - 1 of 1

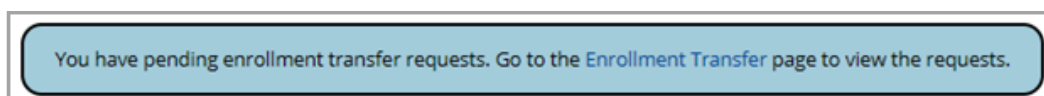
### Important Notes:

- **Test sessions do not transfer with the student from school to school within the MCAS Portal.** During live testing windows, schools should review the Notes feature in the enrollment transfer to view which tests a student has completed. Additional information is in section 3 below.
- To cancel an enrollment transfer request, select the **Cancel** button. After a request is canceled, the username of the district test coordinator who canceled the request will be documented in the Enrollment Transfer details and a notification email will be sent from the MCAS Service Center to the district and school test coordinator from the school the student was transferring from as well as the district and school test coordinator who canceled the request.
- If the student is found within the MCAS Portal but is not currently enrolled in any organization, the transfer request will be approved by the MCAS Service Center within 24 hours.
- The MCAS Service Center will approve requests that have not been responded to within 48 hours.

### 3. Approve an Enrollment Transfer Request

Schools that have students who transfer out of their organization will need to approve enrollment transfer requests when another school enrolls that student. School and district test coordinators can approve enrollment transfer requests. To approve an enrollment transfer request, follow the steps below:

1. A banner will appear in the Administration homepage to notify district and school test coordinators when there are pending transfer requests that require action. Select the link to access the Enrollment Transfer page to view the requests.



2. Locate the student transfer request in the Approvals tab and select the **Approve** button in the column on the right.

Enrollment Transfer

Cyber City Pending Request Transfer

Approvals Requests

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
19	9999092817	Margaret	Demo	Cyber Falls Sch3-003	Cyber City Sch6-006	12/13/2024 7:38:51 AM	Pending	<a href="#">View Details</a> <b>Approve</b> <a href="#">Reject</a>
16	9999456345	John	Demo	Cyber Falls Sch3-003	Cyber City Sch6-006	12/13/2024 7:36:57 AM	Pending	<a href="#">View Details</a> <b>Approve</b> <a href="#">Reject</a>

3. A box will appear confirming approval of the enrollment transfer request. Once complete, select **Confirm**.

**Note: Test sessions do not transfer with the student from school to school within the MCAS Portal.** During live testing, schools are strongly encouraged to use the Notes feature in the enrollment transfer to indicate which, if any, MCAS test sessions the student has already completed. If the student transfers after the student has started a test, but did not finish that test in their previous school, indicate the test and session the student has started using the Notes section in the enrollment transfer. Once the student completes that test at the new school, both test sessions taken (at the previous and new school) will be merged by DESE for scoring and reporting purposes.

Are you sure you want to approve the enrollment transfer request?

Mike Demo (2222345678) will be enrolled in Cyber Falls Sch2-002.

Notes: (Optional) Student has completed session 1 of Biology but has not started session 2.

**Confirm** Close

The status will be updated to **Approved**, and the student will now be enrolled in the new school in the MCAS Portal. The username of the district or school test coordinator who approved the request and the date and time of the approval will be documented in the Enrollment Transfer details. An email will be sent from the MCAS Service Center to the district or school test coordinator who initiated the request and to the district and school test coordinator from the school the student is transferring from.

Enrollment Transfer

Cyber Falls Approved Request Transfer

Approvals Requests

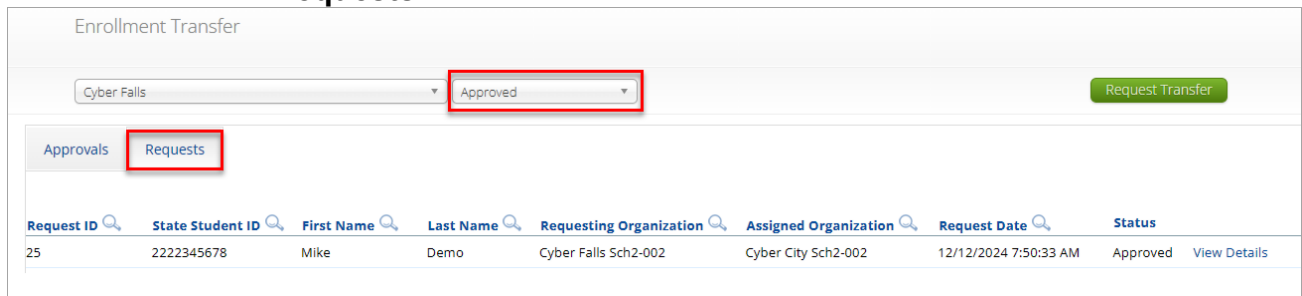
Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status	
25	2222345678	Mike	Demo	Cyber Falls Sch2-002	Cyber City Sch2-002	12/12/2024 7:50:33 AM	Approved	<a href="#">View Details</a>



District and school test coordinators can also reject transfer requests by selecting **Reject** on the Enrollment Transfer page. When a test coordinator rejects an enrollment transfer request, they are required to provide a reason for the rejection in the Notes field. The status will be updated to **Rejected**. The username of the test coordinator who rejected the request and the date and time of the rejection will be documented in the Enrollment Transfer details. An email will be sent from the MCAS Service Center to the district test coordinator or school test coordinator who initiated the request and the district test coordinator or school test coordinator who rejected the request.

To view details for an approved enrollment transfer and view any notes that were included, follow the steps below:

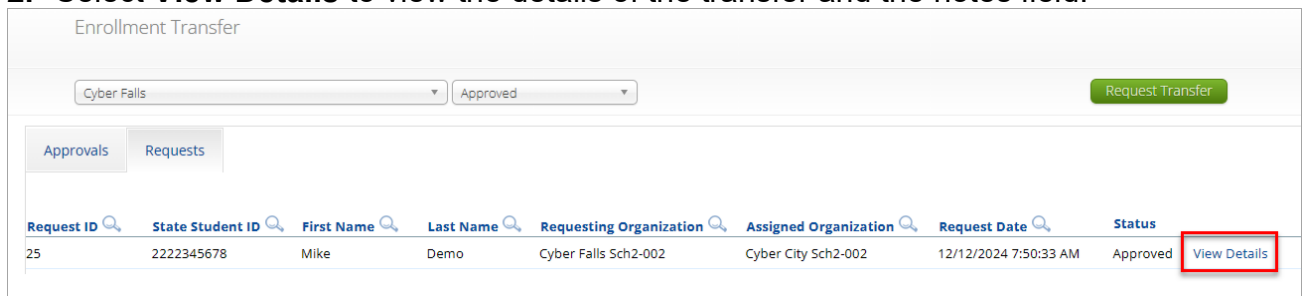
1. On the enrollment transfer page select **Approved** in the status drop-down menu and then select the **Requests** tab.



The screenshot shows the 'Enrollment Transfer' page. At the top, there are two dropdown menus: 'Cyber Falls' and 'Approved'. A green 'Request Transfer' button is to the right. Below these are two tabs: 'Approvals' and 'Requests', with 'Requests' being the active tab. A table lists enrollment transfer requests. The first row is highlighted, showing details for a request with ID 25, State Student ID 2222345678, First Name Mike, Last Name Demo, Requesting Organization Cyber Falls Sch2-002, Assigned Organization Cyber City Sch2-002, Request Date 12/12/2024 7:50:33 AM, and Status Approved. A 'View Details' link is visible at the end of the row.

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status
25	2222345678	Mike	Demo	Cyber Falls Sch2-002	Cyber City Sch2-002	12/12/2024 7:50:33 AM	Approved

2. Select **View Details** to view the details of the transfer and the notes field.



This screenshot is similar to the previous one, but the 'View Details' link at the end of the first row in the table is highlighted with a red box, indicating the next step in the process.

Request ID	State Student ID	First Name	Last Name	Requesting Organization	Assigned Organization	Request Date	Status
25	2222345678	Mike	Demo	Cyber Falls Sch2-002	Cyber City Sch2-002	12/12/2024 7:50:33 AM	Approved

3. The details of the enrollment transfer will be shown. During live testing windows, view the **Notes** field to view any testing information that the previous school provided for the student.

Transfer request details of Mike Demo (2222345678)

X

Request Details:

Requested By: CyberFalls DTC (CyberFallsDTC@Cyberfalls.net)

Date: 12/12/2024 7:50:33 AM

Response Details:

Responding User: DistrictTest Coordinator (CyberCityDTC@cybercity.net)

Date: 12/12/2024 8:06:32 AM

Notes: Student has completed session 1 of Biology but has not started session 2.

Close

Schools are reminded that any student information updated in the MCAS Portal should also be updated in SIMS.