

NV SEARS Early Childhood Outcome Data Collection

NV SEARS Directions to Complete a Student Transfer
(Child moves from one class (PSP) to another within the school, district, or state.)

Step 1: Access Student Transfer Manager

Click on **NV SEARS Administration** in left menu. Scroll down and click on **Student Transfer Manager**. If you do not see **Student Transfer Manager** in the menu on the left, contact Sherry Halley (shalley@doe.nv.gov) or Marva Cleven (mcleven@doe.nv.gov). You must have the Student Transfer Manager permission assigned to you in order to use this function in NV SEARS.

Step 2: Search NV SEARS for Student Record

Determine if a student transferring into the district is already in NV SEARS. To search for a student, put in available demographic information and click on **Find Student**. A student with information previously entered into NV SEARS will appear on the screen. (NV SEARS will use the district Student ID that was assigned to the student when the child's information was first entered into NV SEARS. Unless you know the ID number from the previous district, do not use this field. The Student ID field can be used when transferring students **within** a district.)

Step 3: Request Transfer

Enter the email address of the primary service provider(PSP)/teacher to whom the child will be assigned in the receiving district and click **Send Request**. The system will automatically send the transfer request to the B7 Administrator in the district where the student was previously enrolled.

- The B7 Admin of the sending district receives an email requesting the transfer of the student's record. This alerts the B7 Admin to go into NV SEARS and review the request. (If you are transferring within your own district the email will still be sent.)
- The B7 Admin of the sending district determines if the child is no longer with the district. The B7 Admin must go into the NV SEARS Student Transfer Manager and click **Approve** or **Decline** in response to the request. The B7 Admin should approve or deny the request within 24 hours of receipt of the email notification.

Step 4: Confirm and Edit Student Record

When approved, the transferred child shows up on the NV SEARS Record List screen of the new PSP/teacher. The name of the previous teacher will still appear on the Record List. The receiving district must update the student record to reflect information associated with the district at which the student now attends. When completed, updates to the student record will appear on the Record List screen.

- The **Student ID** must be changed to that of the receiving district. This is **Item 1** in the student record.
- The receiving PSP or B7 Admin must go into the child's record and change the **First and Last name of the new PSP**. These are **Items 16a and 16b** in the student record. (The email address of the new PSP automatically changes during the transfer process.)

Step 5: Remove Student from Transfer Request List

Once the transfer has been approved, the B7 Administrators of both the sending and receiving districts can delete the student's name from the Transfer Request list in Student Transfer Manager.