

FACT SHEET

Transfer List Report

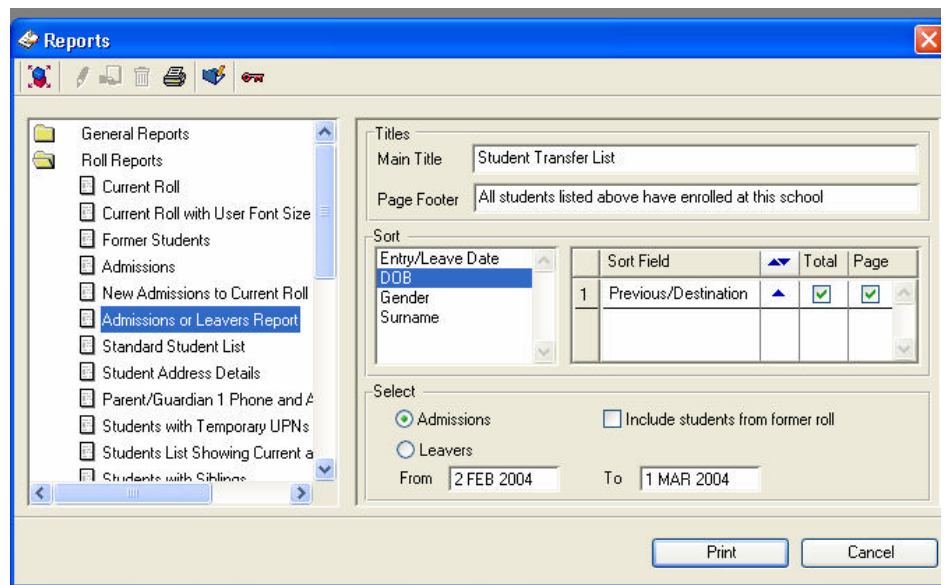


As you are aware schools are now required to export Year 7 evaluation data to secondary schools at the start of each new year.

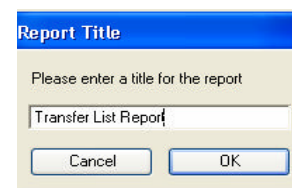
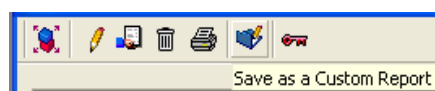
The following report will allow schools to identify all new enrolments including their previous school. A separate list will print for each school identified which can then be sent with a request to export student evaluation data.

This document is suitable to replace the individual transfer note.

1. Open and log onto Integris. Go to Admin > Reports > Roll Reports > Admissions or Leavers Reports.
2. Update text in Main Title and Page Footer
3. Sort by Previous/Destination field and tick the total and page tick box.
4. Select the Admissions tab and in the **From** date enter the first day of the year. In the **To** date enter the current date.



5. Save as a Custom Report



6. Print report.

Perth District High School

Student Transfer List

Admissions from 2 FEB 2004 to 1 MAR 2004

Gender Number	Name of Student	Address	DOB	Start Date	Previous School
F 909	Sanerson, Victoria	44 Wilber Way, EAST PERTH, WA, 6004	6 MAR 1991	2 FEB 2004	Anzac Terrace PS (Bassend)
F 903	Roberts, Julia	3 Bickley Street, TUART HILL, WA, 6007	11 NOV 1991	2 FEB 2004	Anzac Terrace PS (Bassend)
M 905	Raphael, Tristan	31 Downing Street, EAST PERTH, WA, 6004	1 MAY 1991	2 FEB 2004	Anzac Terrace PS (Bassend)
F 902	Rabbit, Jessica	21 Penny Lane, EAST PERTH, WA, 6004	1 JAN 1991	2 FEB 2004	Anzac Terrace PS (Bassend)
F 897	Parker, Georgie	4 Crabbe Street, PERTH, WA, 6000	23 MAY 1991	2 FEB 2004	Anzac Terrace PS (Bassend)
F	O'Malley, Christine	93 Coppin Street, EAST PERTH, WA	17 JUL 1991	2 FEB 2004	Anzac Terrace PS

7. Send the appropriate list of students to each previous school identified requesting the export of evaluation data.