

**1) Move Student – Mass Transfers of students between one school and another
(Director/Designees only)**

Directors and their designees will now be able to move multiple students at once when searching by school on the Move Student tab.

If only the name fields are used to search, you will only be able to change the school for individual students, as per previous functionality.

(Reminder: You can enter partial names into the Last Name and First Name fields)

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Special Education
IEP: Postsecondary Transition Plan

District: 0280 - Baraboo Current User: Yvette Johanson
User Role: DPI Admin

Main Menu Create PTP Finish In-Process PTP Revise Submitted PTP Move Student Reports What's New Updated 6/18/2015 Secure Home Exit

Please enter student search criteria:

Last Name: First Name: Date of Birth: (MM/DD/YYYY)

School: Search by school to initiate a mass transfer from that school to another.

The School dropdown is organized so that all open schools are at the top of the list in alphabetical order and all closed schools are at the bottom of the list, also in alphabetical order.

Last Name:

School:

- Al Behrman Elementary
- Baraboo Early Learning Cooperative
- Baraboo Early Learning Cooperative
- Baraboo High**
- East Elementary
- Jack Young Middle School
- North Freedom Elementary
- West Elementary-Kindergarten Center
- Willson Elementary
- Baraboo Hills Elementary (Closed)
- Fairfield Center Elementary (Closed)
- West Elementary (Closed)

As with most dropdown lists, once you open the list you can type the first few letters of the school you are looking for to select the first entry that matches what you typed.

If you search by only the School field, all students with PTPs assigned to that school will be returned (including students that are no longer at the district).



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Please enter student search criteria:

Last Name:
 First Name:
 Date of Birth: (MM/DD/YYYY)

School:
 Search by school to initiate a mass transfer from that school to another.

Last Name	First Name	Date of Birth	Current School	All <input type="checkbox"/>
AAORAEI	LHRI	12/18/1999	Jack Young Middle School	<input type="checkbox"/>
AAORAEI	LHRI	12/18/1999	Jack Young Middle School	<input type="checkbox"/>
AEEJGATH	GTEEL	6/26/1998	Jack Young Middle School	<input type="checkbox"/>
AEEJN	LOIEIT	2/15/1999	Jack Young Middle School	<input type="checkbox"/>
AEREI	GTUOJH	6/15/1998	Jack Young Middle School	<input type="checkbox"/>
AEREI	UENQAU	5/26/2000	Jack Young Middle School	<input type="checkbox"/>
AIELTRH	EEOOET	6/17/1998	Jack Young Middle School	<input type="checkbox"/>
AIOPJIR	YIRUOOI	3/28/1999	Jack Young Middle School	<input type="checkbox"/>
AIOPJIR, jr.	Y	3/28/1999	Jack Young Middle School	<input type="checkbox"/>
AIORUOJ	LEJH	10/18/1998	Jack Young Middle School	<input type="checkbox"/>
AITOTOEQ	RUEIH	11/12/1997	Jack Young Middle School	<input type="checkbox"/>
AIRNQ	NUTUQ	5/21/2000	Jack Young Middle School	<input type="checkbox"/>

If appropriate, use the 'All' checkbox to select all students to be moved to a different school, otherwise select each student that needs to be moved. If your list of students is quite long, you may opt to search by the first letter of a group of students' last name and also the school they are currently assigned to.

Once you have selected the students you want to move, select the 'Move Selected Students' button.

You may have to scroll to the bottom of the page to find the 'Move Selected Students' button if your list of students that were returned is large.



Special Education IEP: Postsecondary Transition Plan

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Please enter student search criteria:

Last Name: First Name: Date of Birth: (MM/DD/YYYY)

School: Search by school to initiate a mass transfer from that school to another.

Last Name	First Name	Date of Birth	Current School	
AAORAEAL	LHRI	12/18/1999	Jack Young Middle School	<input checked="" type="checkbox"/>
AAORAEAL	LHRI	12/18/1999	Jack Young Middle School	<input checked="" type="checkbox"/>
AEEJGATH	GTEEL	6/26/1998	Jack Young Middle School	<input checked="" type="checkbox"/>
AEEJN	LOIET	2/15/1999	Jack Young Middle School	<input type="checkbox"/>
AEREI	GTUOJH	6/15/1998	Jack Young Middle School	<input type="checkbox"/>
AEREI	UENQAU	5/26/2000	Jack Young Middle School	<input type="checkbox"/>
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AIOPJIR jr.	Y	3/28/1999	Jack Young Middle School	<input type="checkbox"/>
AIORUOJ	LEJH	10/18/1998	Jack Young Middle School	<input type="checkbox"/>
AIOTOEQ	RUEIH	11/12/1997	Jack Young Middle School	<input type="checkbox"/>
AIRN	NUTUQ	5/21/2000	Jack Young Middle School	<input type="checkbox"/>

The application will list the number of students you had selected in the heading of the next page, so you can see if that matches the number you know you need to transfer.

Move 3 students from Jack Young Middle School to a Different School

Please select a school:

Show Only Middle and High Schools Show All Schools

Name	Address	City	Low Grade	High Grade
Baraboo High	1201 Draper St	Baraboo	09	12

From this point, the rest of the process is the same as moving a single student. Select the school you want to move the students to, and then the system will give you a confirmation message.

Move 3 students from Jack Young Middle School to a Different School

3 records moved from Jack Young Middle School to Baraboo High

You can click the Move Students tab again and search by the school you moved the students to in order to confirm the transfer was successful.

2) Selecting Submitted PTPs will now open the I-8 PDF instead of Completion Page

Anytime a submitted PTP is selected in the application, the system will now download the PDF of the PTP instead of routing you to the Completion Page where you previously need to go to download the PDF. The following is a list of locations where this will occur:

- Reports tab – PTP Records – Submitted
- Reports tab – Student History (only for Submitted records)
- Reports tab – New Meeting Required

PTPs not yet submitted but fully entered to Step 20 and Locked PTPs that are selected will continue to route you to the Completion Page.