

Initiate a Transfer Request

1. Log into the ACT Aspire portal
2. Select the “School Level” by clicking on the blue drop-down icon and click the name of the school that only has the school code in parenthesis.

The screenshot shows the ACT Aspire portal dashboard. The top navigation bar includes "Dashboard", "Summative Tests", "Interim Tests", "Classroom Tests", "Tessera Tests", "Students", "Organizations", and "Help". The user is logged in as "Jorge". A search bar for "District or School" is visible. A dropdown menu is open, showing a list of schools with their names and school codes in parentheses. The school "ACADEMY OF ST. BENEDICT THE AFRICAN LAFLIN CAMPUS (40524)" is circled in red. The organization is identified as "ORGANIZATION: IL(IL)".

3. Hover the mouse over “Students” and click “Student Transfer Request.”

The screenshot shows the ACT Aspire portal dashboard with the "Students" dropdown menu open. The menu items include "Manage Students", "Find Students", "Student Extracts", "Enroll Students", "Import Student Data", "Add Student", "Student Requests", "Student Transfer Request", "Student Request History", "Student Request Queue", "Bulk Transfers", "Groups", "Find Groups", "Create Group", "Student / Teacher Associations", "My Students", and "Other User's Students". The "Student Transfer Request" option is circled in red. The organization is identified as "ORGANIZATION: IL / ST. JOSEPH SCHOOL (58430)(ARCHCHI4239)".

- Click on the gray drop-down icon to select the name of the school the student previously attended. Enter the student's first name, last name, student ID number (this is the PowerSchool ID number), and the date of birth. Then click on the blue "Request Transfer" button.

The screenshot shows the ACT Aspire web interface for a Student Transfer Request. At the top left is the ACT Aspire logo. The top right shows a home icon and the text "Archdiocese of". A navigation bar contains links for Dashboard, Summative Tests, Interim Tests, Classroom Tests, Tessera Tests, Students, Organizations, and Help. Below the navigation bar, the breadcrumb "DASHBOARD / STUDENT TRANSFER REQUEST" is visible on the left, and "ORGANIZATION: IL" is on the right. The main heading is "Student Transfer Request" with a blue "Request Transfer" button to its right. The form is divided into three sections: "Previous School Details" with a "School Name" dropdown menu; "Student Details" with input fields for "First Name", "Middle Initial", "Last Name", "Student ID", and "Date of Birth" (with a calendar icon); and "comments" with a text area containing the placeholder "Please type comment here.. Max 200 characters". At the bottom right of the form is a checkbox labeled "Request another transfer".