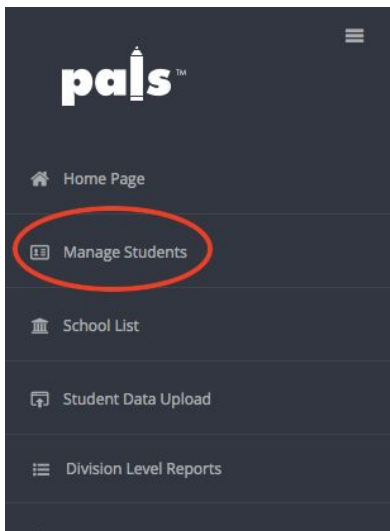


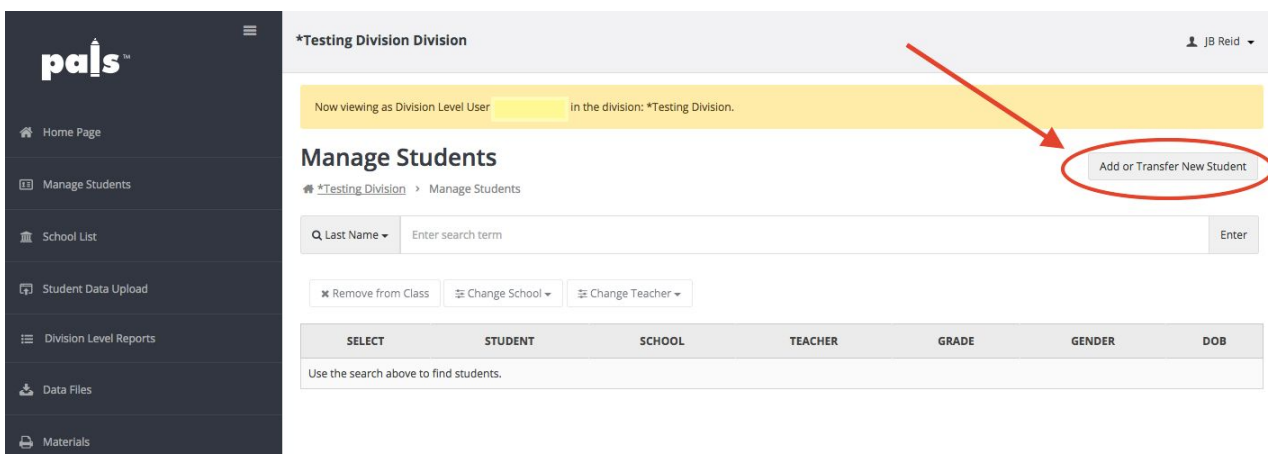
# Adding or Transferring Individual Student Records in the PALS Online System

The “Add or Transfer a New Student” feature is used by division-level or school-level users to manually add new PALS student records one at a time (after teacher accounts/classes have been created; see [Creating and Managing PALS Online Accounts](#)), or to transfer an existing student record from another school. Please allow up to 24-48 business hours for transfer requests to be approved by our PALS office.\*

**Step 1: Select “Manage Students” from the side menu.**



**Step 2: Select “Add or Transfer New Student.”**



*\*Existing records can only be **transferred** outside of a school district within certain states where permission has been granted to share this specific data across districts. You do not need this feature to transfer students within the same district if the student is being moved to a different class in the same grade; simply use the search feature on the Manage Students page to find and move the student.*

**Step 3: Under “Transfer Requests” (even if it’s a brand new record), select the school and class (teacher) into which you want to place the student, and fill out the student’s first and last name, student ID number\*, and birthdate. Click “Search.”**

**Transfer Requests**

[\\*Testing Division](#) > [Manage Students](#) > [Transfer Requests](#)

Transfer into School:

Transfer into Class:

Student First Name:

Student Last Name:

Unique ID:

Birthdate:

To get started, please search for a student

*\*The student ID number must be unique within your district for each student record. Consult your PALS district representative if you’re unsure of which number to use.*

**Step 4: If the record does not yet exist in the system, you’ll get the message below. Click on “Add this Student,” and a new record will be created and assigned to the class you selected.**

A student matching the above criteria could not be found.

You may create a new student and add them to the class by reviewing and submitting this information.

➔ If the exact record exists in the system, you’ll get the message below. Click on “Transfer this Student,” and then check to make sure the student was transferred into the correct class.

An exact match for this Student has been found.

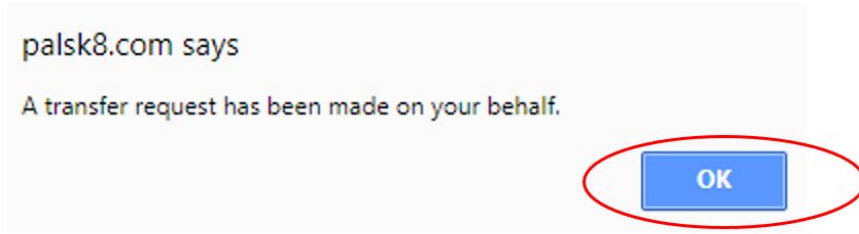
to add this student to the requested class, please review the information above and submit this form.

➔ If a similar record exists in the system, you’ll get the message below. Click on “Request Student Transfer.”

A student has matched the unique ID you searched for.

You may request a transfer by submitting this form.

→ This message will appear next; click on “OK” and wait 24-48 business hours to see the requested change.



**Step 5: Check the class list to confirm that the student record is there, and remind the teacher to validate the information before entering scores. The teacher will have immediate access to this student record.**