



How to Submit Voluntary Transfer Requests

Parent Manual

Wake County Public School System



Exclusive Smart Choice™ Reseller

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Transfer Requests

Parents have the option to submit Transfer Requests with a quick and easy online application process. The application process may be completed using a personal computer, smart phone or tablet device.

SIMPLE ONLINE APPLICATION EXPERIENCE

The Transfer Request component features a **multi-step application**, which is accessible through a web-based user portal. Applicants utilize a **single sign-on account** to submit up to three Transfer Requests for one or more children within a household in an easy and efficient process.

This application collects basic information, including student information, household and guardian information as well as the reason for the requested transfer.



Current WCPSS Parents

Upon reaching the Smart Choice system from the WCPS link, you will be prompted to provide additional information to complete your parent account.

Create an Account

Before submitting an application, you must create a single sign-on account that will allow you to submit Transfer Requests for all the children in your household. This account is created with the parent's first and last name, email and password. You must use a unique email address to create your account and keep in mind that you will use the email and password used to create the account to login at a later date to complete Transfer Requests submission, check application status and placement and more.

If you do NOT have an account
please create an account using the form below:

Parent/Guardian First Name:

Parent/Guardian Last Name:

Parent/Guardian Email:

Confirm Email:

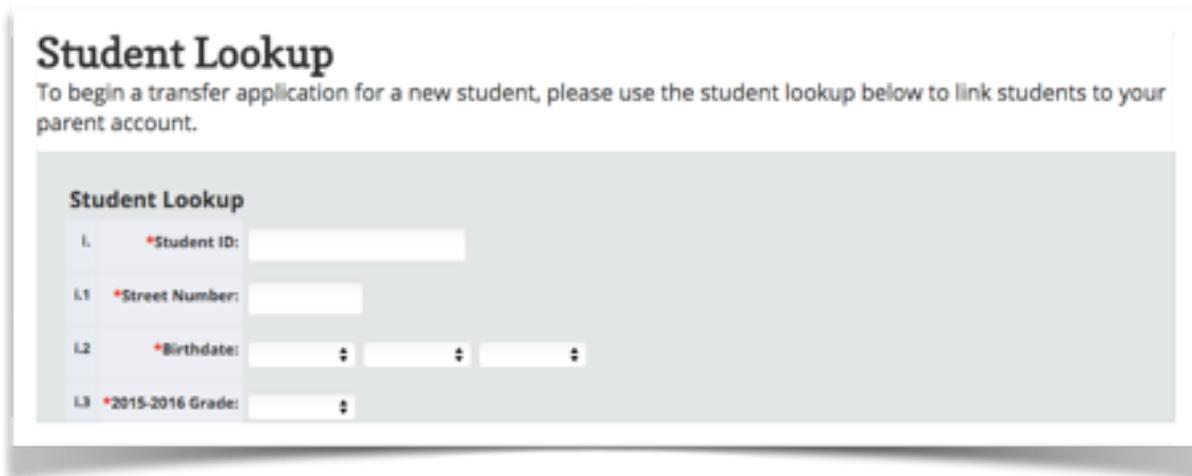
Password:

Confirm Password:

Preferred Language: English



Once your account has been created, you will see a student lookup, which will attach your students to your parents account. This can be completed by entering your student's ID, street number, birthdate, and grade.



Student Lookup
To begin a transfer application for a new student, please use the student lookup below to link students to your parent account.

Student Lookup

I. *Student ID:

I.1 *Street Number:

I.2 *Birthdate:

I.3 *2015-2016 Grade:

Submitting a Transfer Request for an Existing Student

Once the student look-up has been completed, the site will bring you to a list of transfer schools. You can begin a request for your existing student by clicking on one of the schools listed in blue. After clicking on a school, you will be presented to agree to the Requirements & Policies before continuing on into the Transfer Request.

For existing students most of the basic student information will be pre-populated with your child's details. Upon completing any missing fields, you have the option to continue to the next step of the application or save the application to be completed at another time. If you opt to save and exit the application, you may finish it later by simply logging into your dashboard with the email and password that you have created in the first step. Please note that incomplete Transfer Requests will not be considered for entry into the selection process.

You will continue through all steps of the application as detailed in the Online Transfer Request Process section of this manual.



Online Transfer Request Process

Review Requirements & Policies

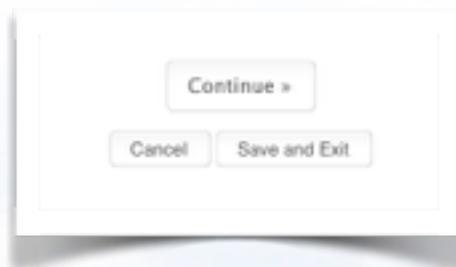
Once you have selected the school that you would like to put in a Transfer Request, you will be presented with a link and agreement checkbox to review and agree to the Requirements & Policies before proceeding to the application. By clicking the blue “Requirements & Policies” link, a lightbox will appear with WCPSS specific policy details allowing you to read through them or print them for your records.

Online Transfer Request Process

The online transfer request utilizes a multi step process where all of the steps of the application and the fields of the steps are editable using a Form Builder. This allows each form to be specific to the district and or school in question. Since its a multistep process, applicants/parents have the option to save and exit the application at any of the steps and resume their application work at a later time/date by logging into their parent account. Below are examples of steps within an application process.

Student Information

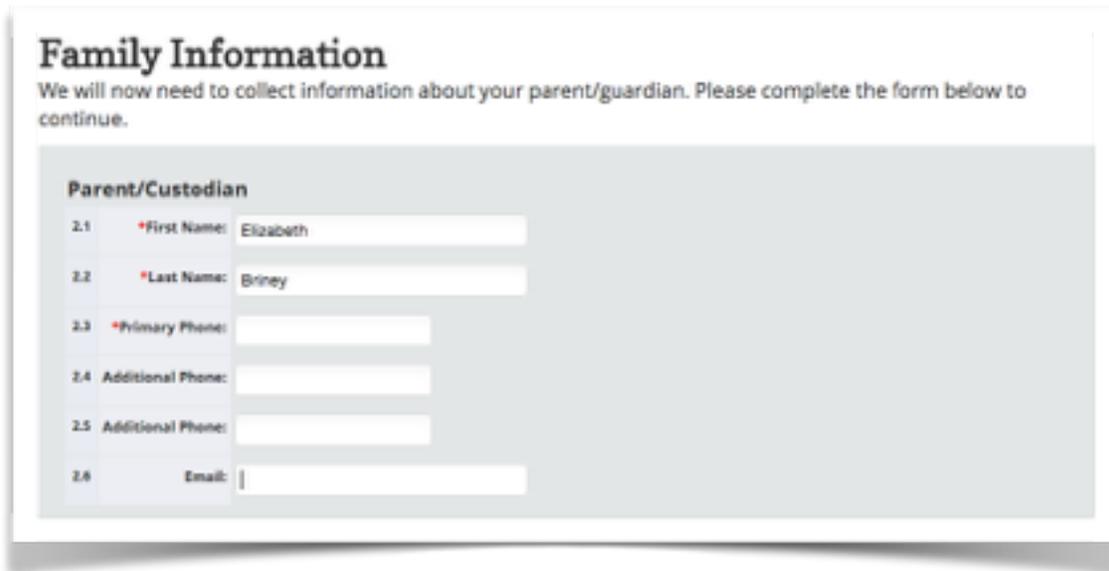
Within the Student Information step, student information like name, age, grade, date of birth and more will be pre-populated. You will need to verify that this information is correct. If any of the student’s information is not correct, you will need to contact your base school to update the student’s information. Once you have verified all fields in the Student Information Step you have the option to continue to the next step of the Transfer Request or save the request to be completed at another time.



If you opt to save and exit the Transfer Request, you may finish it later by simply logging into your dashboard with the email and password that you have created in the first step. Please note that incomplete Transfer Requests will not be considered for entry into the selection process.

Family Information

Within the Family Information step of the application you will include contact information. Some of the parent/custodian's information will be pre-populated with the information used to create your parent account.



Family Information
We will now need to collect information about your parent/guardian. Please complete the form below to continue.

Parent/Custodian

2.1	*First Name:	Elizabeth
2.2	*Last Name:	Brney
2.3	*Primary Phone:	
2.4	Additional Phone:	
2.5	Additional Phone:	
2.6	Email:	

Additional Transfer Requests

This step is where you can select up to 3 schools for submission of your Transfer Request. The school selected at the beginning of the transfer request process will be selected as #1. You may select up to 2 additional transfer requests, for a total of 3 schools. You do not have the ability to decline an assignment so only select schools you are willing to attend.



Additional Transfer Requests

If you are interested in submitting transfer requests for any additional schools, please select these schools below. You may select up to 2 additional transfer requests, for a total of 3 schools. You do not have the ability to decline an assignment so only select schools you are willing to attend.

3.1	Requested School #1:	Apex High
3.2	Requested School #2:	No Choice
3.3	Requested School #3:	No Choice

Sibling Information

For each school selection made in the previous step, you can enter any siblings who are attending the school in question or who are applying to the same school within the Sibling Information Step.

Sibling Information

If you answer "Yes" to either question below, please enter the sibling information below:

- Does the applicant have a sibling currently attending this school or program?
- Is there a sibling also applying on a separate application for this school or program?

All siblings of this student should be entered at this time to ensure that the appropriate consideration is given to students with siblings.

Choice #1: Apex High

4.1 Siblings CURRENTLY ATTENDING Apex High:

Student ID:	First Name:	Last Name:	Birth Date:	Current School (2014-2015):	Current Grade:
<input type="text"/>	<input type="text"/>				

[Add Another Currently Attending Sibling](#)

4.2 Siblings APPLYING to Apex High:

Student ID:	First Name:	Last Name:	Birth Date:	Current School (2014-2015):	Grade Applying for:
<input type="text"/>	<input type="text"/>				

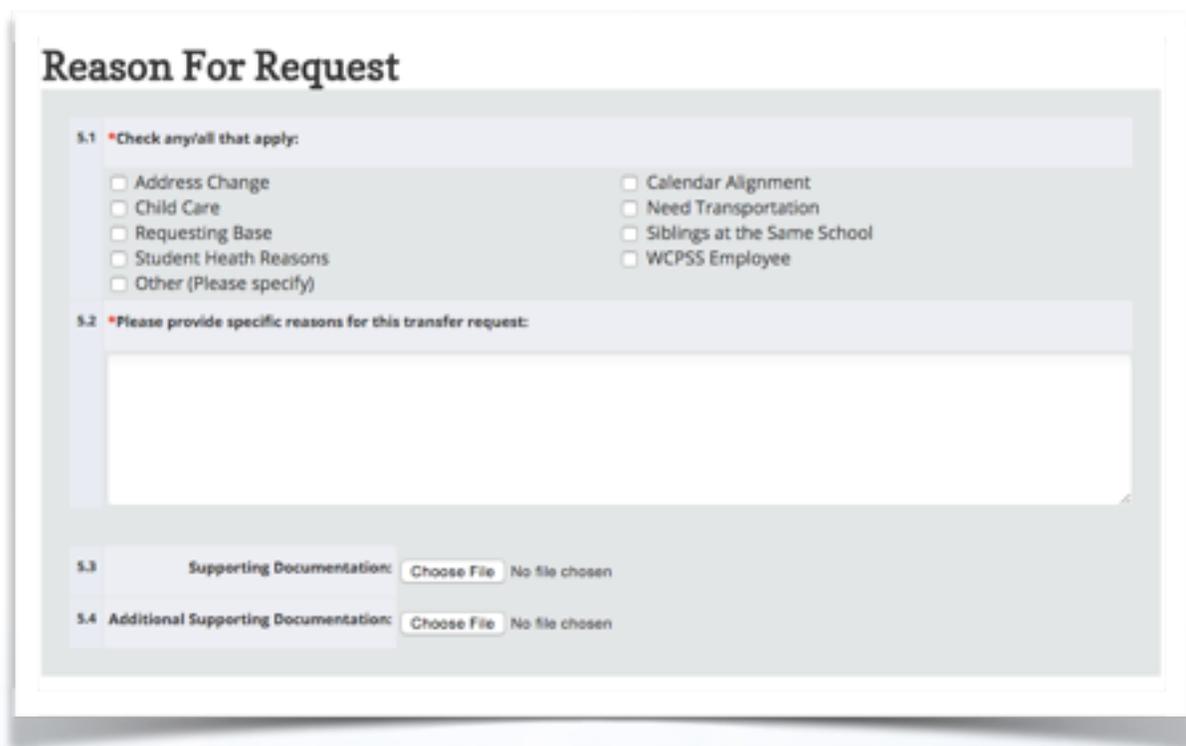
[Add Another Applying Sibling](#)



You can enter “attending” students or “applying” students by entering their student ID, pressing “Lookup” and all information should pre-populate including name, date of birth, grade and school. These siblings will be verified and or linked if the siblings are living within the same household.

Reason for Request

In this step, you will be asked the reason for the transfer request with a list of options to choose from. Once your reasons are selected, you will be asked to provide specific reasons, along with the option to upload any supporting documentation for the request.



Reason For Request

5.1 *Check any/all that apply:

<input type="checkbox"/> Address Change	<input type="checkbox"/> Calendar Alignment
<input type="checkbox"/> Child Care	<input type="checkbox"/> Need Transportation
<input type="checkbox"/> Requesting Base	<input type="checkbox"/> Siblings at the Same School
<input type="checkbox"/> Student Health Reasons	<input type="checkbox"/> WCPSS Employee
<input type="checkbox"/> Other (Please specify)	

5.2 *Please provide specific reasons for this transfer request:

5.3 Supporting Documentation: No file chosen

5.4 Additional Supporting Documentation: No file chosen



Signatures

Within the Signatures step of the request, you will be required to electronically sign the Transfer Request and agree to the terms of the application indicated by the Wake County Public School System.

Signatures

Signature of parent/custodian, verifying that I understand that for this voluntary request, WCPSS district transportation will not be provided, unless the request is made for my base school or my calendar option school. Transportation to and from the transfer school will be the sole responsibility of the parent/custodian.

The parent/custodian submitting this transfer request acknowledges that both parents/custodians of this student are in agreement with this request being submitted. In cases where one parent/custodian has sole custody of the student, the person submitting this transfer request acknowledges his/her legal authority to do so.

6.1 *Parent/Guardian's Initials: Date: 07/01/2015

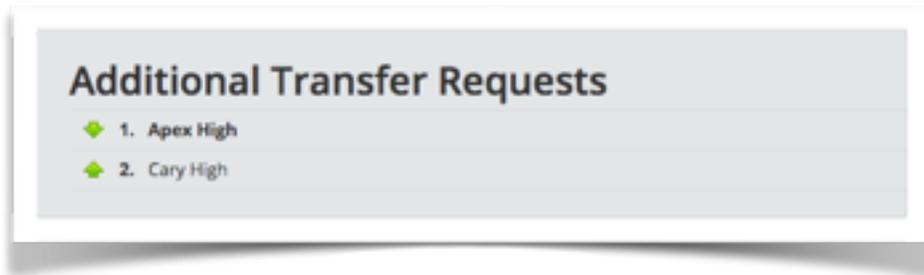
****Please Note: Within the signature content you are confirming that both parents/guardians are in agreement with to WCPSS Transportation Policies with regard to Voluntary Transfer Requests. The following policy is written within this content shown above: *“I understand that for this voluntary request, WCPSS district transportation will not be provided, unless the request is made for my base school or my calendar option school. Transportation to and from the transfer school will be the sole responsibility of the parent/custodian.”***

Review and Send

Prior to submitting the application you will be forwarded to a confirmation screen, where you can review all of the information that you have entered into each step of the application. This screen also gives you the option to make changes to any of the details in the application by clicking the “Edit” button to the right.



This will also give you the opportunity to rerank your transfer request choices. By selecting the up green arrow you will move that choice up. By selecting the down green arrow you will move your choice down.



Complete

When you are ready to submit your transfer application, you will click on the “Send My Transfer Application” button at the top or bottom of this confirmation screen. Once the button is clicked, you will be prompted to confirm that you want to submit your finalized application. Keep in mind that a copy of your confirmation page may be retrieved and printed at any time from your dashboard. Please not once the application has been submitted no further changes can be made.

At the top and bottom of your confirmation page, you have the option to log out of your account if you are finished with Transfer Requests for the time being, or you can opt to fill out another application for a child within your household, or you can view your choices by continuing to your dashboard.

Your dashboard may be accessed anytime by logging into your account at <http://transfers.wcpss.net> Here you will receive the most up to date information on your Transfer Requests such as status updates, placement details and more.



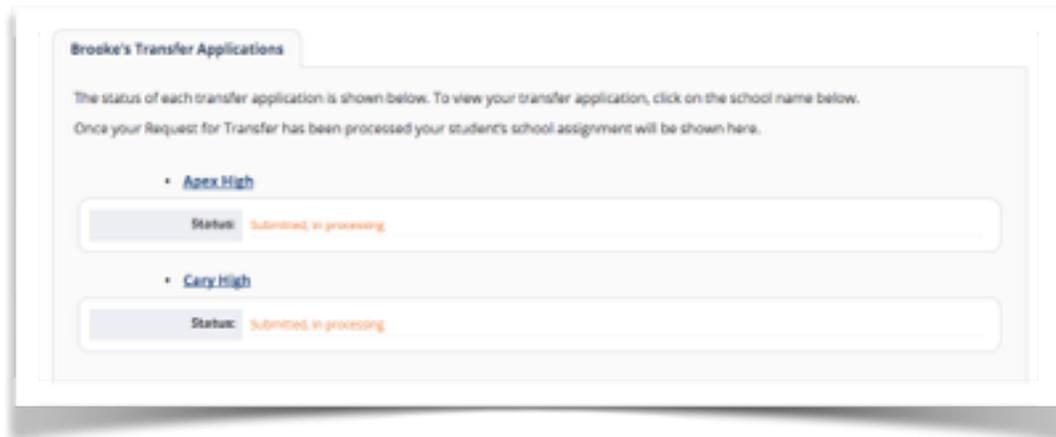
Parent Dashboard

Within the Parent Dashboard, each student will have their own “profile” with a listing of their Transfer Requests. Here you can view the real-time status of each request and review application information such as parent notes, requirements and more. This listing will show the school name, the status of the request (submitted/not submitted and eligible/ineligible/in processing) any parent notes input by administrators as well as the option to “delete” the application, if it has not been submitted.

Have another student not listed above?

[Start a new transfer application for another student](#)





Once at your dashboard, you will be presented with a list of all students for whom you have submitted Transfer Requests. Here you will receive the most up to date information on your Transfer Requests. From here you also have the option to fill out an additional application for any of the children within your household. By clicking "Start a new transfer application for another student" you will be sent through the same process described earlier.

If you have any questions regarding the transfer application process please contact Wake County Public School System at 919-431-7333.

