

Remove/Transfer Students

Last Modified on 02/07/2025 1:38 pm CST

Removing Students from Activity

When removing students, comments explaining why they have been removed must be added. After a student has been removed, they can be viewed within the Removed Students List.

If needed, download or print a copy of the student's forms by clicking Print prior to removing them from the activity roster. After the student is removed, all forms will be deleted.

1. Click the **Roster** button on the activity.
2. Mark the checkbox in the **Select** column for the student(s) you want to remove.

	Select	Student	Student Grade	Payment Status
		<input type="text"/>		
+		Baum, Mary (#161900001)	11	PARTIAL REFUND
+		Cressman, Lorie (#767)	10	PAID
+	<input checked="" type="checkbox"/>	Cullen, Paris (#109428)	10	REFUND
+		Story, Hunter (#154500002)	10	PAID

Remove

3. Click the **Remove** button. The Remove confirmation box will appear.
4. Enter a required removal comment.
5. Click **Remove**. You will return to the Activity Roster.
6. Click **Save** to save your changes.

Registration fees may be refunded as needed. See [Refund Activity Payments](#).

Transfer Student Activities and Activity Purchase Options

Transfers cannot be started from a Field Trip. Students can be moved between Activities and Athletics options.

The Transfer option allows activities staff to move students to other activities or change to a different registration purchase option if needed. If the registration was paid for online using a credit/debit card or eCheck transaction, any refund must be made in the Payments Reporter. If a student transfers to a higher-cost purchase option, the difference can be paid in cash or by check. Transferred Students will appear under the View Removed button of the original activity with the Transferred label, in the Roster Payments Export, and within Ad Hoc.

Funds from the originating activity are recorded as CASH withdrawals and then deposited in the destination activity as CASH (regardless of the original payment method).

Only Students with a Payment Status of "PAID" are eligible to be transferred. When someone who has an online payment is transferred, the original online payment becomes nonrefundable in the Payments Reporter tool.

Activity Roster - Bulldog Marching Band

16 Total Students 16 Payment Complete 0 Form Complete

Auto Form Lock OFF Post to Course Section OFF
Do Not Post to Course Sec... ▼

Add Individual Students: Type to search by name ▼ Registration Confirmation Process: OFF Expand Details: OFF Registration Status: All ▼

	Sel...	Student	Stude... Grade	Payment Status	Required Forms Complete	Registrat... Confirmed	Option Purchased
		<input type="text"/>					<input type="text"/>
+	<input type="checkbox"/>	Allstead, John (#103886)		PAID	<input type="checkbox"/>	<input type="checkbox"/>	Band Package <input type="button" value="View Receipt"/>
+	<input type="checkbox"/>	Anderson, Jack (#662478)	10	PAID	<input type="checkbox"/>	<input type="checkbox"/>	Band Package <input type="button" value="View Receipt"/>
+	<input type="checkbox"/>	Billingford, Vern (#105976)	11	PAID	<input type="checkbox"/>	<input type="checkbox"/>	Band Package with Shoes <input type="button" value="View Receipt"/>
+	<input type="checkbox"/>	Carr, Shayla (#108283)	10	PAID	<input type="checkbox"/>	<input type="checkbox"/>	Band Package
+	<input type="checkbox"/>	Clipperton, Royce (#108772)	10	PAID	<input type="checkbox"/>	<input type="checkbox"/>	Band Package with Shoes
+	<input type="checkbox"/>	Daniels, Pearse (#109634)	10	PAID	<input type="checkbox"/>	<input type="checkbox"/>	Band Package <input type="button" value="View Receipt"/>

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Only one student can be transferred at a time.

1. Click the Select checkbox next to the student that will be transferred.

2. Click **Transfer**.
3. Select the **Destination Activity**. If you are only changing the purchase option, select the original activity.
4. Choose a **Purchase Option**.
5. Optionally, click the Transfer Form(s) checkbox to transfer the forms to the destination activity in a read-only state.
6. Select a **Transfer Action**.
7. Click **Next**. The payment or refund amount fills in with the difference from the prior screen.
8. Choose a **Payment Method** and optionally enter any Payment or Transfer Comments.
9. Click **Pay & Transfer**.

Viewing Removed Students List

Students who have been removed from an Activity Roster can be viewed in the Removed Students List by clicking the View Removed button. This button will only appear within an Activity Roster if at least one student has been removed. If the activity is still open for registrations and the student is eligible, they can be added back to the Activity and will no longer appear in the Removed Students List.

This list can be exported in a .xlsx file. The file contains the student's name, when they were deleted, who they were deleted by, and the required comments added when they were deleted.

The screenshot shows the 'Activity Monitor' interface for 'Film Club'. At the top, there are statistics: 4 Total Students, 1 Payment Complete, and 2 Form Complete. Below these are controls for 'Auto Form Lock' (OFF), 'Post to Course Section' (Do Not Post to Course Section), 'Add Individual Students' (search box), 'Registration Confirmation Process' (OFF), 'Expand Details' (OFF), and 'Registration Status' (All). The main table lists students with columns for Select, Student, Student Grade, Payment Status, Required Forms Complete, Registration Confirmed, and Option Purchased. The 'View Removed' button is highlighted in red at the bottom of the interface.

Select	Student	Student Grade	Payment Status	Required Forms Complete	Registration Confirmed	Option Purchased
<input type="checkbox"/>	Abegg, Dylan (#171900001)	11	PAID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Film Club
<input type="checkbox"/>	Baum, Mary (#161900001)	11	PARTIAL REFUND	<input type="checkbox"/>	<input type="checkbox"/>	Select Purchase Details
<input type="checkbox"/>	Crane, Pani (#109197)	10		<input type="checkbox"/>	<input type="checkbox"/>	Select Purchase Details
<input type="checkbox"/>	Cullen, Paris (#109428)	10	REFUND	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Select Purchase Details

1. Click **View Removed**.
2. Click **Export** to download the .xlsx file.

