

Transferring Students in GOLD®

General Information:

- Transfers of children’s portfolios from one site to another are typically completed by the Department staff.
- Supervisors of multiple sites (with Standard Administrator access) have the capability to transfer children between the programs for which they have access.
- Transfers of children enrolled in a public school PreK program require permission by both the **sending** and **receiving** Superintendents. Note: In the case where a child is transferring from a child care site or Head Start to a public school program, only the permission of the receiving Superintendent is required.

Steps for Transferring Children to a Different Program or Network:

1. District should send an email to inform the Department that a child needs to be transferred. **At no time should a child’s name be included in the email.** For transfers within the general early childhood license, send email to Meredith.Eckard@la.gov or Bridgette.Cupstid@la.gov. For transfers within the OSEP license, send email to Brittany.Braun@la.gov.
2. Department staff provides a copy of the *Superintendent Request for LDE Access* form to both sending/receiving early childhood supervisors in an e-mail advising them to contact each other via phone to share the child’s name and class/teacher.
3. Both supervisors have their superintendent sign the *Superintendent Request for LDE Access* form. We recommend that programs have their Superintendent sign the form once a year and then just copy and hand-write the child’s information.
4. The form should include:
 - a. Child’s Name and DOB
 - b. Sending Site and Teacher or
 - c. Receiving Site and Teacher
5. The completed forms are then scanned and e-mailed to Meredith.Eckard@la.gov and Bridgette.Cupstid@la.gov who will advise both programs when the transfer is complete.

Steps for Transferring Children within Your Site or to Other Sites You Administer:

These administrators also have the capability to transfer a child from one class to another at their site.

To transfer a child, follow these steps:

1. Log on and go to the circle showing the administrator's initials
2. Click on "Administration"
3. Click on "Children"
4. Click on "Edit Children" (located on left side of screen)
5. Click on current "site" if transferring to another site
6. Click on current Primary Teacher (use drop down arrow to select teacher)
7. Click on current Class (use drop down arrow to select class)
8. Click on Transfer/Reactivate/Archive/Delete
9. Click "Submit" (located on right side of screen)
10. Click on the child to be transferred and then "Transfer"
11. Click on the new Site (if applicable), Primary Teacher and Class and "Submit"
12. If an error message appears, contact Teaching Strategies at their toll-free number for assistance in completing the transfer