

## Dtd Transfer

### District-to-district transfer

When a student is transferring between districts in the same state, if both districts use SameGoal, any of a the student's documents in one district may be transferred to the other district.

In order to utilize District-to-District Transfer, both districts need to have District-to-District (DTD) Transfer enabled. DTD Transfer is enabled by default and is a district-wide setting.

**Steps** *To disable District-to-District Transfer:*

1. Visit Settings > District Information > Administrative Options.
2. Check the **Disable District-to-District Transfer** checkbox.

## Transferring documents between districts

**Steps** *To transfer a student's documents between districts:*

1. Coordinate with a staff member from the other district.
2. To send documents to another district, visit a student's documents tab and select documents to transfer.
3. Select **Share > Transfer to another district**.
4. Once on the transfer page, enter in the name of the receiving district.
  - All districts in your state using SameGoal will appear here, whether or not they have DTD Transfer enabled.
5. Enter in the student's ID from the **receiving district**.
  - You can obtain this information from the user you are coordinating with from the receiving district.
6. Enter the email/username of the user you are coordinating with.
7. Click **Transfer Documents**.

**Q Tip** If you are receiving documents from another district, make sure to enroll the student in your SIS first and wait for a record to be created for them in SameGoal. If you do not have a SIS, add the student in SameGoal directly.