

## 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.

## Transfer Coordinator Contact Information

In order to transfer documents, representatives from both the sending and receiving districts need to work together to communicate the student's ID and the email of the user who will receive the documents.

In order to help facilitate this communication between districts, you can designate a District-to-District Transfer Coordinator and populate their contact information on the **District Information** page. This information will then be visible to users from other districts when initiating District-to-District Transfers.

**Steps** *To populate contact information:*

1. While logged in as an administrative user, navigate to **Settings > District Information**.
2. Scroll down to the **Administrative Options** section.
3. Under **District-to-District Transfer**, click **add District-to-District Transfer Coordinator Information**.
4. Enter the contact information.
  - All fields are optional, so only the desired contact information needs to be included.
  - Examples of staff who may be designated as a point of contact might include a case manager or a program admin.

**Tip** For internal requests about contact information, you can provide Local Help Desk Contact Information, which is visible to users via the Support Menu.