

How to Share Student Data on Class Transfers

Introduction

This provides an overview of the process teachers and administrators may follow to share data when a student moves between classes in Realize.

Student Class Transfer

When a student begins in one class at the start of the year and then transfers into a new class that same academic year, often the teacher of the new class is interested in the student's performance prior to the move. However, when a student is removed from a class, the data is no longer visible to the initial teacher, nor is it visible to the new (transfer) teacher. To share this data, there are two options, one for the initial teacher and one for an administrator.

Original Teacher

Before a student is removed from the original class, the original teacher may run the [Class Results by Assignment](#) report and the [Class Mastery by Standards](#) report. After running these two reports, the original teacher may remove other class data and share the student's data with the student's new teacher.

Note: *Once the student is removed from the original teacher's class, this data will no longer be available to the original teacher.*

Administrator

An administrator may run and send to themselves the [Assessment Scores for Export](#) and the [Cumulative Standards Scores by Standard for Export](#) reports. The administrator can then filter the reports to locate the individual student and share that data with the new teacher.

Note: *Student data is retained in the Administrative Realize Reports, so these can be run at any time.*

 **Note:** *When sharing student data, please adhere to your district's data privacy policy.*