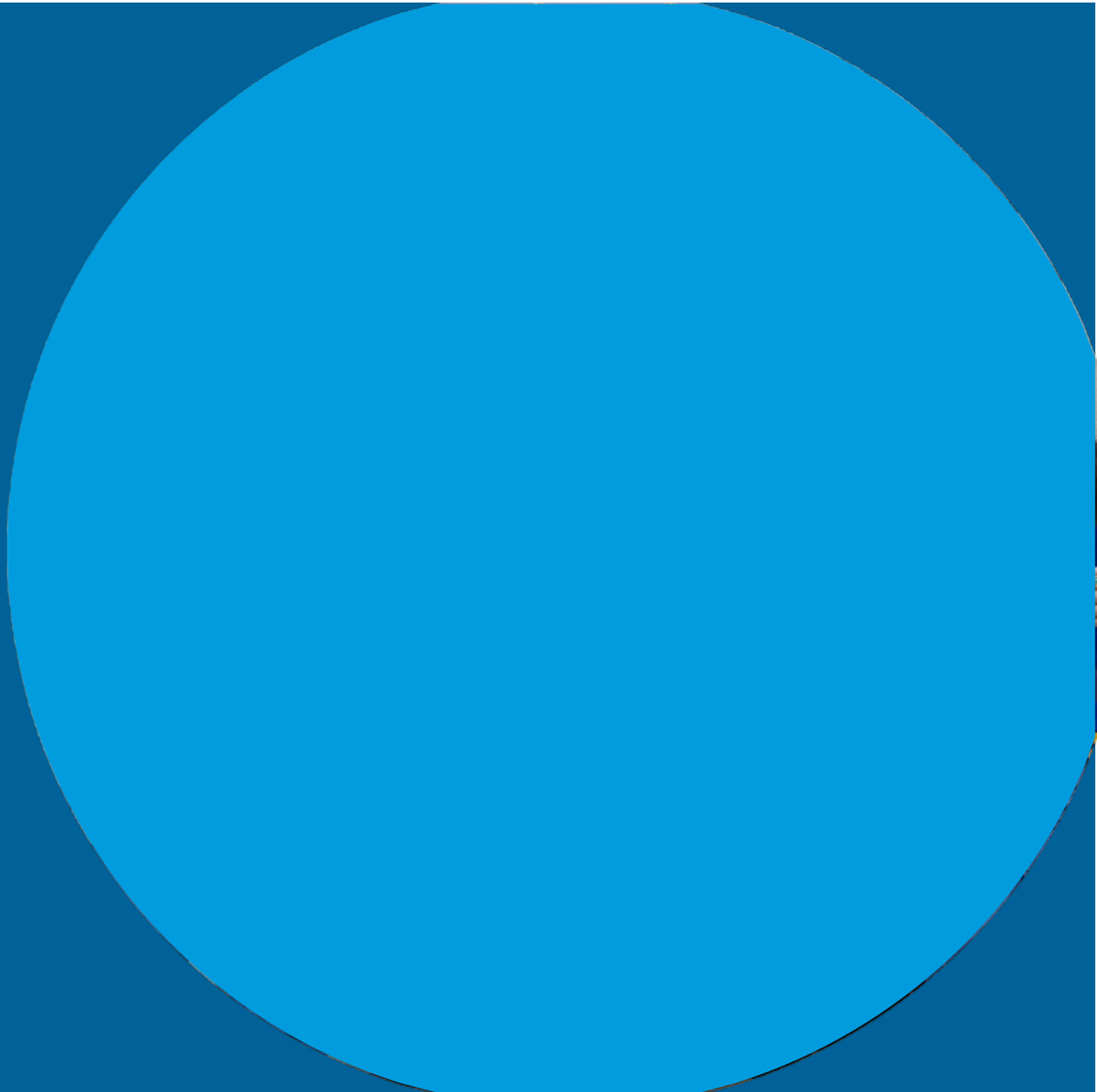




 CollegeBoard

SSD Online

Student Transfer





Coordinators Can Now Easily Transfer Students to their Dashboard And Transfer Them Out When They No Longer Attend the School in SSD Online



Transfer In SSD Student

Initiate and execute a student transfer directly in SSD Online with minimal wait time using SSD ID or student info



Transfer In New Student

Move “new to SSD” student to their new school & add them in SSD Online in one go



Transfer Out SSD Student

Transfer out students when they no longer attend the school



Accoms to Reg Matching Issues Self-heal

Resolve accommodations-to-reg matching issues caused by a mismatch in the attending school on the reg vs. in SSD Online



Notify the Student Communications

Notify the student when a transfer is processed in SSD Online



Transfer In at a Glance

SSD Coordinator Journey



Identify Student

SSD Coordinator identifies student that needs to be transferred

Collect Student Info

Gathers SSD ID or student first and last name, Date of Birth, old AI, and address

Transfer Student

In SSD Online, SSD Coordinator selects Transfer Student and completes flow

Submit Request

Confirms student is now on the Dashboard and submit accommodation request

Transfer Student



Click on Transfer Student on the dashboard

The screenshot displays the 'SSD Accommodations Management' dashboard. At the top, the page title is 'SSD Accommodations Management' and the user is logged in as 'Hi, Wafa'. The navigation menu includes 'Dashboard', 'Helpful Links', 'Transfer Student' (highlighted with a red box), and 'School Testing Calendar'. A purple notification banner at the top reads: 'Clicking Back or Forward in the browser may cause the application to exit. Use the navigation buttons within the application for the best user experience.' Below this, a blue banner says 'Welcome, WALARAYED!'. A dropdown menu shows 'Displaying Students for: All AI Organizations'. The main heading is 'Student Accommodations & Supports'. Below the heading, instructions state: 'Select an existing student to modify their current accommodations and/or supports. Select "New Request" below to begin a new request for a student who has not yet been added.' There are two buttons: 'New Request' and 'Download Dashboard' (with a 'View Downloaded File' link above it). A search bar is present with the text 'Search existing students by name or SSD ID...'. Filter buttons for 'Grade' (8, 9, 10, 11, 12) and 'Type' (CB, EL, SAA) are visible, along with a 'Status' dropdown set to 'All'. At the bottom, it shows 'Showing 1 - 25 of 194 results' and a 'Sort by' dropdown set to 'Default'.

Transfer Student



Indicate parent consent



From the dropdown, select

- Transfer student to the school
- Transfer student from the school

Transfer Student

Before You Begin

You are about to begin a request for the transfer of a student. If you need to transfer more than 10 students, please send an email to ssd@info.collegeboard.org and request a bulk transfer template.

- Submit this request to (a) transfer a new student who previously applied for accommodations at another school to your school's SSD Online Dashboard, or (b) notify us that a student no longer attends your school.
- To merge duplicate student accounts, contact the SSD Office at 844-255-7728 or +1-212-713-8333 (international), or email ssd@info.collegeboard.org for assistance.
- To update a student's demographic information, contact the SSD Office at 844-255-7728 or +1-212-713-8333 (international), or email ssd@info.collegeboard.org for assistance.

Do you have Parent/Guardian Consent for this accommodation request (or student consent, if 18 or older)? * Yes

I would like to:

[Back](#)

[Start Transfer Request](#)

Transfer Student to My School



Coordinator has the student's SSD ID

- Student info (first and last name, date of birth, and graduation date) is required
- SSD ID & DOB have to be an exact match



Coordinator doesn't have the student's SSD ID or student doesn't have an SSD ID

- Student info (first and last name, date of birth, and graduation date) and address are required
- DOB has to be an exact match

Transfer Student to My School

Transfer Student to

Enter the Student's 10-digit SSD Number

If you are transferring a student to your school who has previously applied for accommodations, please ask them to provide you with their SSD number and enter it below. If you don't have the SSD Number, please enter the transfer from school and student contact information.

STUDENT INFO

First Name *

Middle Initial

Last Name *

Date of Birth *

Format: MM/DD/YYYY

Expected High School Graduation Date *

Format: MM/YYYY

Transfer Student from (Old School 6-digit AI Code)
To find school Codes, go to: <https://collegereadiness.collegeboard.org/ai-12-school-code-search>

CONTACT INFO

Is the student residing inside or outside the greater U.S.?

Residing in U.S.

Residing Outside U.S.

Street Address Line 1 *

Example: 1900 Main Street

Street Address Line 2

Example: Apartment 101C

City *

State / Province *

ZIP / Postal Code *

Transfer Student to My School



Select student for Transfer



Confirm the transfer



Once the transfer is processed, student is on the dashboard

Select Student for Transfer

	First Name	MI	Last Name	Date of Birth	SSD ID Number	AI Code	Address
<input type="radio"/>	Newsatweekend		Atlassss	2000-02-02	2401831234	311262	Address Line 1 : 12312 Main Street City : PARIS State Code : CO Zip/Postal Code : 32323

Close Confirm

Confirm Student Transfer

- Student SSD ID : 2401831234
- First Name : Newsatweekend
- Last Name : Atlassss
- Date of Birth : 02/02/2000
- Transfer Student to : 090042
- Expected High School Graduation Date : 02/2026

Close Confirm

Student Transfer

Your request was successfully processed. Please wait 15 minutes before submitting a new accommodations request.

Close

Transfer Student from My School



SSD ID is required



Student can only be transferred to:

- Homeschool AI (970000)
- School is not listed – Domestic (000003)
- School is not listed – International (000004)



Once the transfer is complete, the student is not on the dashboard

Transfer Student from My School

Transfer Student from*

Enter the Student's 10-digit SSD Number*

Transfer Student to*

[Back](#)

[Continue](#)

Bulk Student Transfers Student



Process for 10+ students if coordinator doesn't want to individually transfer each student in SSD Online



Send educator bulk transfer template.



Coordinator returns completed bulk transfer form



SSD Customer Services processes the bulk transfer request

The screenshot shows an Excel spreadsheet with the following columns:

A	B	C	D	E	F	G	H	I	J	K	L
Student First Name	Student Middle Initial	Student Last Name	Date of Birth (MM/DD/YY YY)	Expected Graduation Date (YYYY)	Transfer Student from Old School Code (6-digits AI code) To find school Codes, go to: https://collegereadiness.collegeboard.org/8-12-school-code-search	Transfer student to New School Code (6-digits AI code)	College Board SSD# (if available)	If no SSD#, provide Student Street Address	If no SSD#, provide Student City	If no SSD#, provide Student State	If no SSD#, provide Student Zip Code