



Preparing for the end of year transfer of Pupil data between schools.

Many schools in the County will now be preparing to transfer details of pupils moving to new schools in September.

The purpose of this helpsheet is to remind you of the processes involved.

- Pupil data must be transferred electronically between schools by means of a secure data transfer link.
 - Mini datafiles are created for pupil data transfer between Phoenix Schools within the County.
 - CTF files are created for pupil data transfer to non Phoenix Schools within the County.
 - Files are transferred using the Anycomms (AVCO) secure data transfer process.
 - Helpsheets on both processes are posted on the ICT Solutions web-site at <http://ictsolutions.norfolk.gov.uk/phoenix/phoenixmain.asp>
 - The document you require is [Pupil Transfer AVCO \(Part 2 - End of year\)](#)
 - Within this document, click on the appropriate topic heading. This will save you having to scroll through the content.
 - Remember, additional transfer files containing updated pupil attendance or assessment record data may be created up to and beyond a pupil's date of leaving.
 - When importing an updated transfer file, the correct option/s must be selected. (i.e. if updating assessment data only select the option to import latest assessment results)
 - **Further support is available from our help desk by telephoning 0845 303 3003**
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