

## VTDE: Student Guide to Transfers

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Part 1: Requesting a School Transfer

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1. Navigate to the login page (<https://dualenrollment.vermont.gov/vtde>)
2. Enter the Username (i.e. Martha Stewart) and the Password you created during the account request process. Click **LOGIN**.
3. If changing your password is required, click the *Change Password* link in the upper right-hand corner.
4. Click the **STUDENT TRANSFER REQUEST** tab in the main navigation bar at the top of the screen.
5. Your current school will populate in the *Current School* field and will be not be editable.
6. Select the *Transferred School* from the dropdown menu choices.
7. Click **SUBMIT REQUEST**.
8. The pop-up window displays to indicate the transfer request has been submitted. Click **CLOSE**.
9. An e-mail will be sent to the secondary school coordinator at your current high school indicating the transfer request. An e-mail will be sent to the secondary school coordinator at the transferred school as well.
10. Upon acceptance of the transfer request, the new school will populate in your account.

