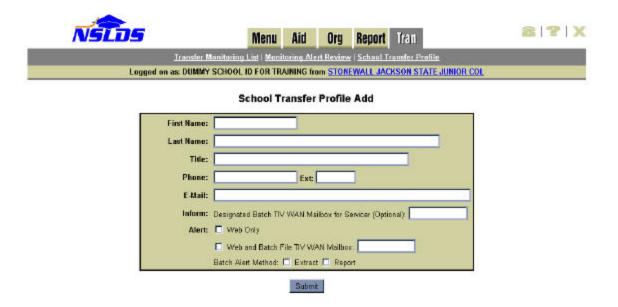**School Transfer Profile Add Page**

This page is the first page a school must complete prior to using the Transfer Student Monitoring process (the school must have at least one authorized online user). If this page has not been completed, a school user that tries to access any of the Transfer Monitoring functions via the Tran tab key will be directed to this page. This page will display only once. A school must not use this page to enter information about its transfer students – this page is for school information only. After this page is completed, a school that wishes to make any changes to its profile information must do so via the School Transfer Profile Update page.

The page contains the following:
- Title of page = School Transfer Profile Add
- Directly below the title is a box with the following fields:
- First Name – First name of the contact person for NSLDS, if questions regarding the school's Inform/Alert files/information arise
- Last Name – Last name of the contact person for NSLDS, if questions regarding the school's Inform/Alert files/information arise
- Title – Contact's title
- Phone – Contact's phone number
- E-mail – Address provided by the school for Alert notifications to be sent. (This can be set up by the school as a group e-mail address, if it so wishes)
- Inform – Anyone with a user ID that can be associated to this school can submit an Inform file via Batch. If the school wants an agency outside the school, a servicer for example, to submit Inform files as well as, or instead of the school, the school must provide a TG# from which those files will be sent.

- Alert – The school must designate whether it wants Alert information via the Web Only or via Web and Batch files by checking one of these boxes. If Web and Batch is checked, the school must provide a TG#.
- Batch Alert Method – This provides an option for a school that chooses to receive Alerts via Web and Batch to designate whether it wants batch files to be formatted as an Extract or a Report. The Extract format is strictly a string of data, usually imported into a spreadsheet format, such as Excel. The Report format presents the data in an easily readable report.
- The minimum information required for a School Transfer Profile includes:
  - First and Last Names
  - Phone number
  - E-mail address
  - Alert Method
  - Batch Alert Method (if Alert Method = Batch)

The School Transfer Profile Add page is completed when the user clicks the Submit button at the bottom of the page. This will take the user back to the School Transfer Profile page with a message that the "Add" has been performed successfully.