How to add new students to the Nextera Platform

1. **Be sure that the student has been reported to SIRS through Level 0**
   a. **Contact the District Data Coordinator for more information**
2. **Gather Student Info**
   a. **NYSSIS ID# (State ID) - NYSSIS Quick Reference Guide**
   b. **Local ID#**
   c. **Date of Birth**
   d. **Grade Level**
   e. **Specific Class name (if blank students will be placed in the appropriate grade level)**
   f. **School Building**
3. **Complete the CBT Student Transfer Form**
   a. **Transfers occur during the overnight process**
   b. **Please try and send only one form per day**
      i. **Multiple forms per day may result in a delay**
   c. **Email form to DWTShelp@esboces.org**