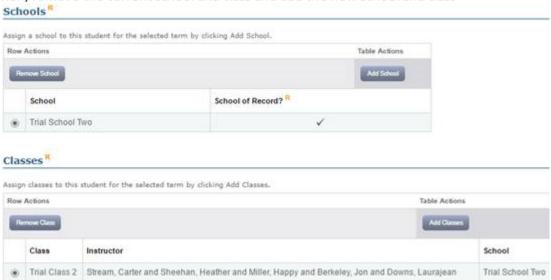**Topic: Transferring Students from One School to Another**

Role: Data Administrator

In the student profile, select the current term and click view/update

Terms *

Assign a new term for this student by clicking Add Term.
Update grade, ethnic group, and programs and classes in a specific term by selecting the term, and then clicking View / Update Term.

Row Actions		Table Actions
ViewUpdate Term Remove Term		Add Term
Term		**Grade**
⊙ Fall 2016-2017: Aug 15 2016 - Dec 14 2016		3

Then, remove the current school and class and add the new school and class

Schools R

Assign a school to this student for the selected term by clicking Add School.

Row Actions		Table Actions
Remove School		Add School
School	**School of Record?** R	
⊙ Trial School Two	✓	

Classes R

Assign classes to this student for the selected term by clicking Add Classes.

Row Actions		Table Actions
Remove Class		Add Classes
Class	**Instructor**	**School**
⊙ Trial Class 2	Stream, Carter and Sheehan, Heather and Miller, Happy and Berkeley, Jon and Downs, Laurajean	Trial School Two

Once the changes have been made, click all the continue/submit buttons at the bottom of the page until you see the message that the student profile has been updated successfully.