

Infinite Campus

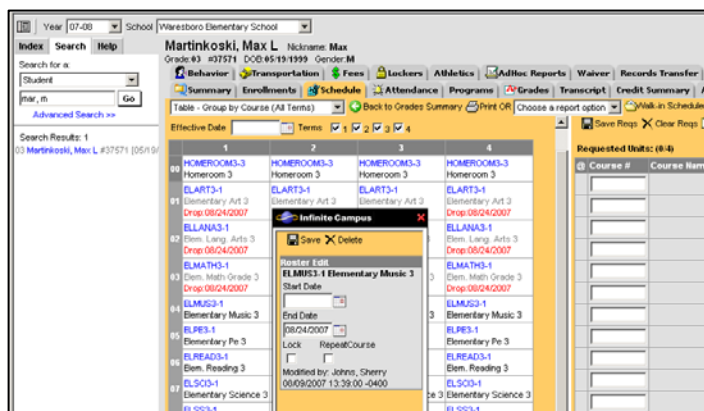
Moving Students from - one class to another in the SAME SCHOOL after start of school year

If a student is moved within the school after school starts, several things should happen:

- 1) The teacher can print a student summary report (progress report) for the gaining teacher.
- 2) The attendance person can print the student's attendance in case the record is needed once the move is made.
- 3) The scheduling person will need to make the physical schedule change.
- 4) Click Search → Student

Search for Student.

- 5) Click Schedule tab and click walk-in scheduler.
Click each course and when the IC window pops-up, give the course an END DATE and click SAVE.
Repeat this for the entire schedule. You only have to do Term 1; the others will change automatically.



NOW:

Search for a Course/Section:

- Click on each section, and select the RECEIVING teacher.
- Click Roster Setup.
- Select show students in this grade only (drop-down)
- Locate the student who is moving...
- Click his/her name and the name will appear in the current roster.
- Click SAVE Student List and/or Copy Section.

Repeat this procedure for each course and for each student that is moving.

