

# Student Information

## Student Schedule Changes – quick reference

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This is an overview of the options available for making changes to students' schedules. Below are brief descriptions of these options, along with an explanation of *when* to each.

**Remove** - if the student never sat in the class listed on the schedule (was a mistake), use the Remove option. This sets the End Date of the course section to equal the Start Date. It will also remove any report card marks that were entered for this class.

**Drop** - if the student sat in a class for a period of time and then is no longer enrolled in the class, use the Drop option. The original teacher will be retained on the student schedule indicating the date range the student sat in that class (listed as Dropped). Report card marks will remain with the dropped class, and the report card can display this information (option to Include Dropped Courses).

**Transfer with a Drop** - can be used if a student sat in a class for a period of time, and is subsequently moved to a different course/section. Report card marks will move to the new class, and will display under the new class and teacher. The original course section start/end dates are retained (can be viewed on the student schedule under Dropped).

*\*\*If a student moves between sections, but report card marks from the original class should still be listed under the original teacher, you will use Drop/Add. The Drop/Add can create 2 lines on the report card - one with the original class and associated marks, then another with the new class and associated marks.*

**Transfer with a Remove** - use if a student was scheduled incorrectly into a course section (never sat in the class) and report card marks were entered. Report card marks will move to the new class, and will display under the new class and teacher. The original course section will be removed, and the End Date will equal the Start Date.

**\*\*Please note, during a Remove or Transfer, the *only* marks affected are Report Card marks. Schedule changes in Student Information *will not* remove or transfer any assignment marks in a teacher's gradebook.**