

Change class

Permits the change of the class of a student.

1) A student's class can be changed and matricule number maintained

2) A student's class can be changed and matricule number changed.

=> Search the student's name or matricule number.

=> Click the button "change class."

=> Check the box **"maintain current matricule" for cases where the student's matricule is to be maintained upon class change** or leave it unchecked so that the student's matricule will be changed and his/her class changed.

3) Ensure the selection of the program or class and/or level to which the student is to be changed to

4) Click "save".

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