




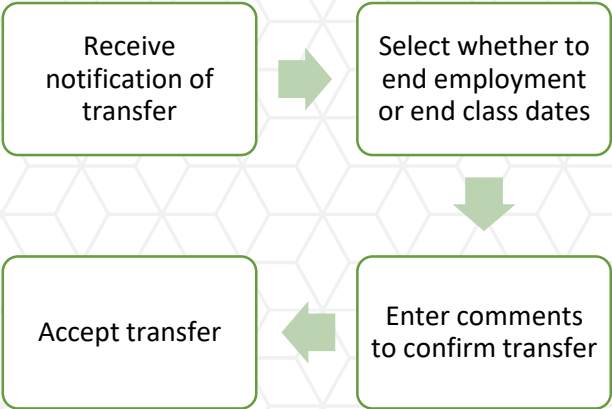
# WHERE IS IT?

 **Administer** > Change request

Type	For	Requester	Time
Staff	ClerkSangwann, Test	ClerkSilema, Test	20/11/2018

## Accepting the change request

1. Notified of **change request** in the overview panel. Open Change Request.
2. For staff transfers, select to end employment at previous school, or leave unchecked to allow access to both schools
3. For student transfers, check box to end the classes/courses of the holding school on a certain date.
4. Enter comments if needed, and Save



## GOOD TO KNOW

1. Staff profiles can be shared between different schools.
2. Student profiles are attached to class transfers and school year dates.
3. Add student courses after Transfer accepted.
4. Guardians profiles are transferred with student
5. If guardians have other dependents in another school then their profile will be visible in both schools accordingly..
6. If students are enrolled in a class for 1 day, then they will appear on reports, attendance, and lists.
7. Always check enrolment/Teaching tabs to confirm dates



Accepting school initiates request for transfer



Profile holding school confirms request

