

Manage Student Enrollments in an Organization



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You can manage student enrollments to register a student in another organization(s) or to remove the student from an organization.

Most students belong to only one organization (generally the student's school); however, some students change schools, and for testing, belong to more than one organization.

To view enrollments, click the information icon  next to the student's name. Then, click the **Organization Enrollments** tab to see the organizations in which the student is enrolled. 


Prerequisites







A student's organization enrollment typically occurs during the student record creation process.

You can move a student to another organization by changing the student's enrollment.

Step-by-Step



(Click  to view image)

1. From **Setup**, select **Students**. 
2. Type a student name into the search field, and click **Search**. Click the checkbox next to the student you want to manage. 
3. Click **Select Tasks**, select **Manage Enrollments**, and click **Start**. 
4. Click in the **Organizations** search field to find organizations. 
5. Select the organization(s) to add or remove from the selected student. 
6. Click the checkbox to enroll or un-enroll a student from an organization. 
7. Click **Save**.

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