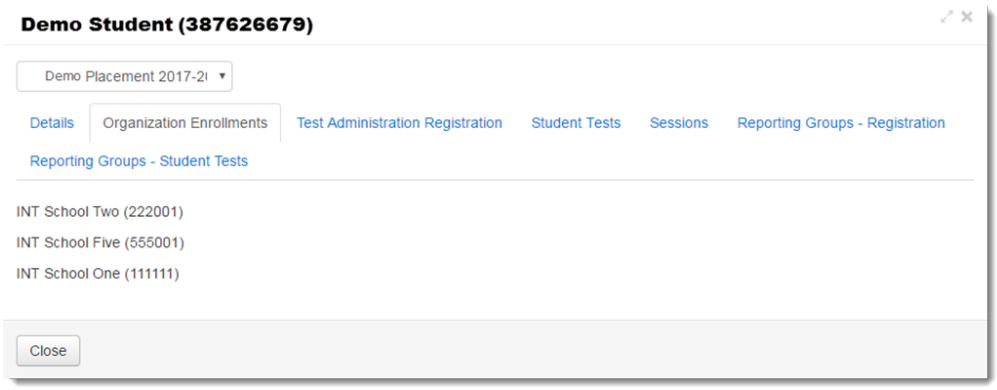
Manage Student Enrollments in an Organization

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.

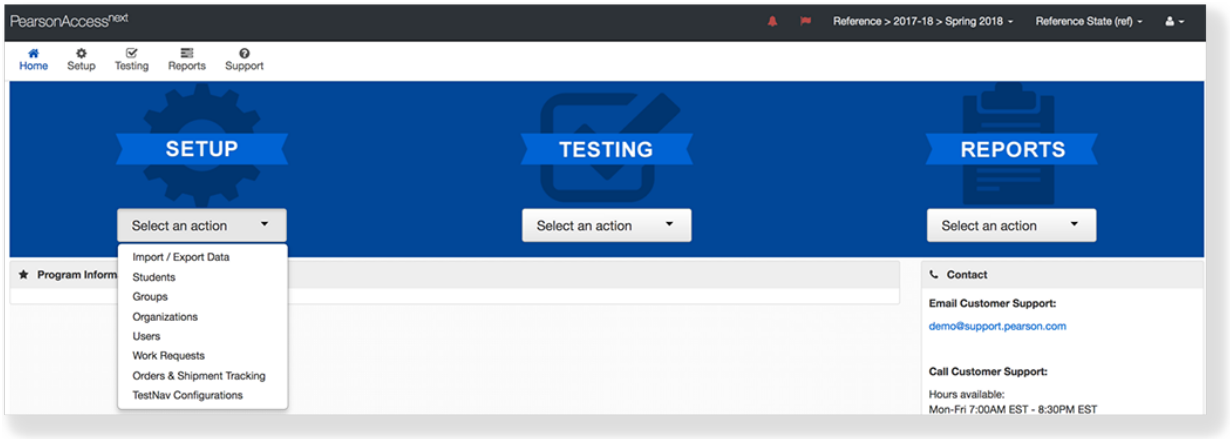
Prerequisites

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

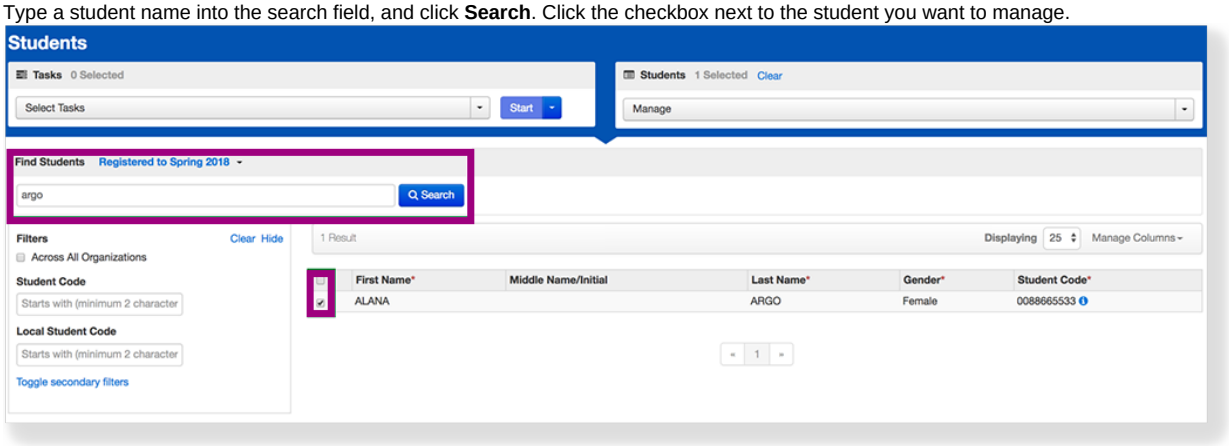
You can move a student to another organization by changing the student's enrollment.

Step-by-Step

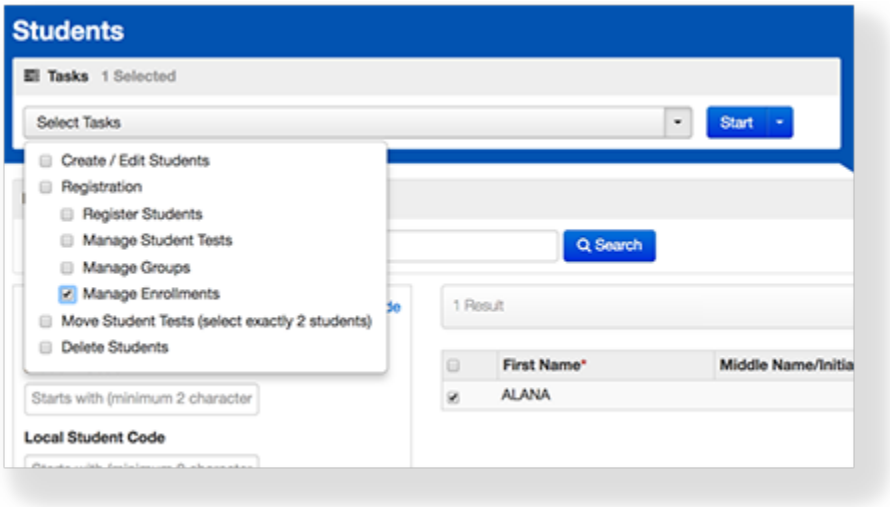
1. From **Setup**, select **Students.**



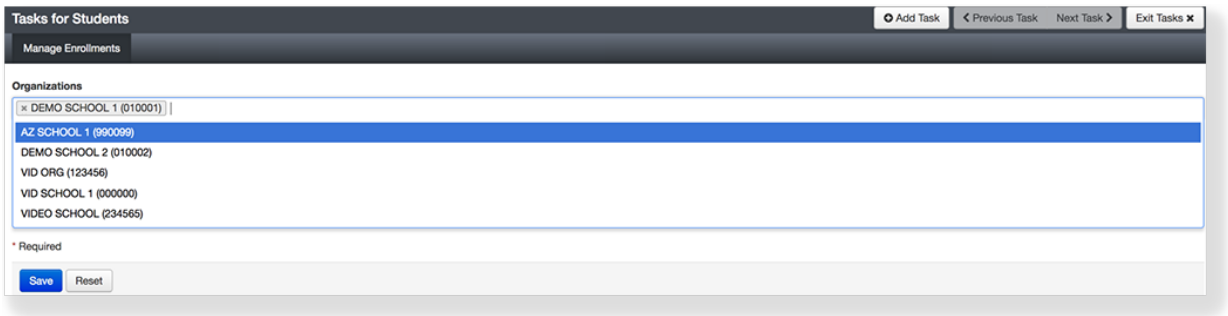
2. Type a student name into the search field, and click **Search**. Click the checkbox next to the student you want to manage.



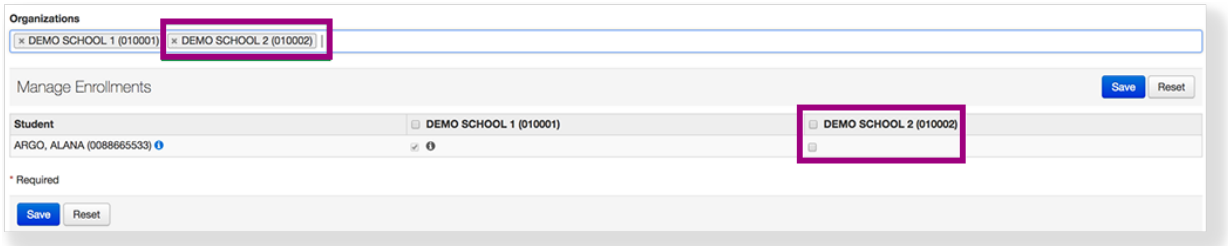
3. Click **Select Tasks**, select **Manage Enrollments,** and click **Start**.



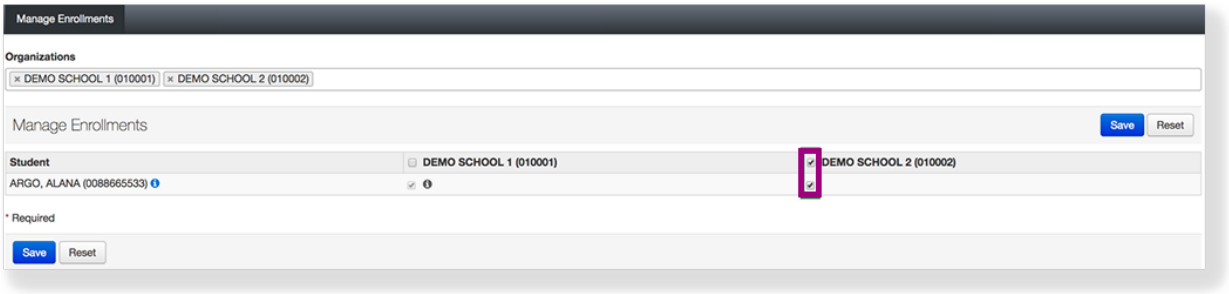
4. Click in the **Organizations** search field to find organizations.



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.


Manage Enrollments
Organizations
× DEMO SCHOOL 1 (010001)
× DEMO SCHOOL 2 (010002)
Manage Enrollments
Save
Reset
Student
DEMO SCHOOL 1 (010001)
DEMO SCHOOL 2 (010002)
ARGO, ALANA (0088665533)
* Required
Save
Reset

7. Click **Save**.