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.
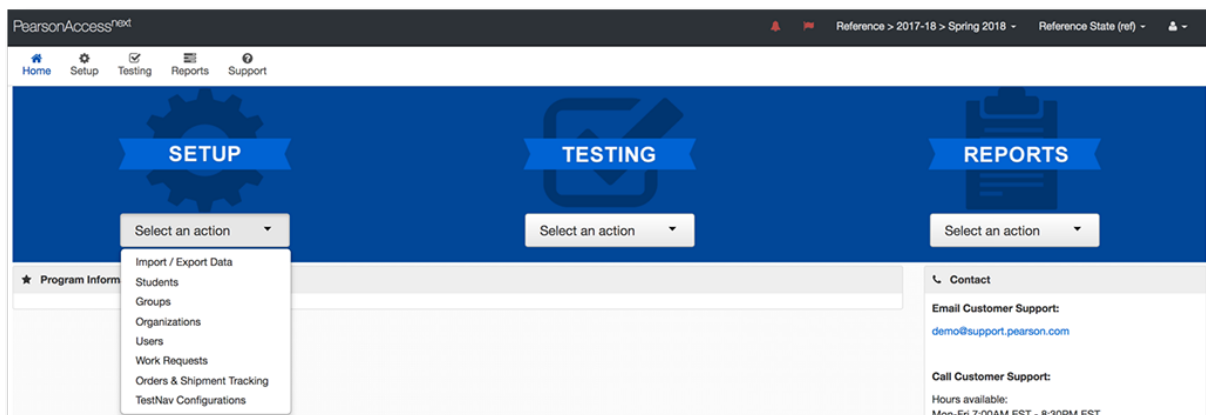
Prerequisites

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**.