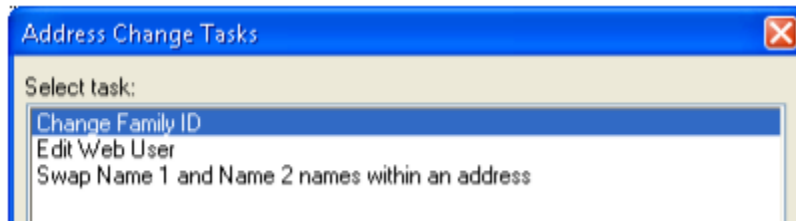


How do I remove a student from a family?

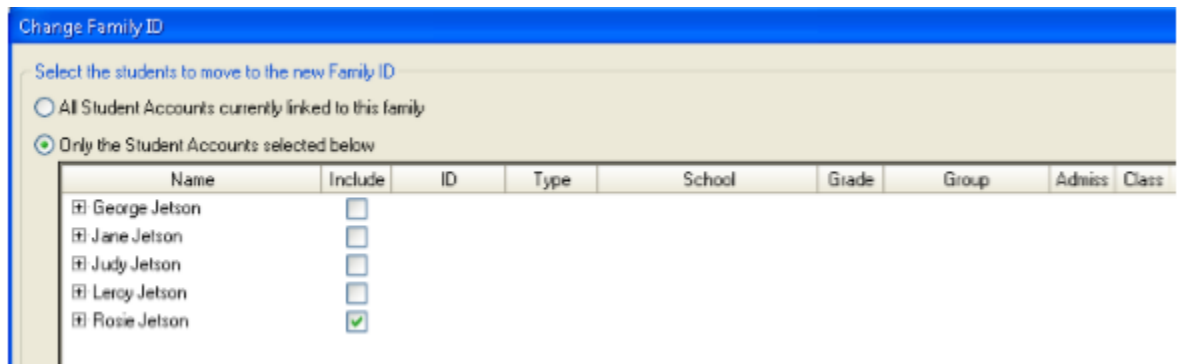
1. Select the student's address who needs to be changed and choose 'Task' – Change Family ID:



2. Enter the new Family ID, then choose 'Next':



3. Choose the student(s) who need to change to the new Family ID, then choose 'Next':



4. You will be prompted to enter a new address for the new family ID:

Change Family ID

Enter the new addresses for this family:

EC	Name	Code	Address Type	Statement	Strat (Loans)	Active	In Use	Grac
	Father Jetson	Parent 1		Original	Original	✓	✓	

New Edit

5. Then you will need to choose the new Parent to assign the billing access to the student(s):

Change Family ID

The selected student(s) have information linked to the following people that must be reassigned to someone in the new family. To view the information, expand the row by clicking on the plus (+) sign.

You must select someone for each person listed on the left side.

Web IDs and passwords will not be moved to the new person.

Web User ID	Existing Parent Name	Code	Assign To	Web User
⊕ JETS01	Dad Jetson	Parent 1	P1: Father Jetson	

P1: Father Jetson
P1: Father Jetson
(None)