

# How do I advance/ transfer a student between divisions?

The student must have all scheduled courses deleted from their schedule before they can be transferred to a new division.

The system will not retain attendance marks when switching divisions.

The school should record the grades, comments, attendance and any other valuable information related to that school year before transferring the student.

In the student profile change the division and grade:

The screenshot shows the 'Student Maintenance' window with the 'General Information' section. The 'Current Grade' is set to 9, and the 'Student Group' is set to 'Student'. Red arrows highlight these two fields. Other fields include 'School I.D.' (Upper School), 'D.O.B.' (01-12-2003), 'Age' (16), 'Enrollment Status' (Re-Enroll), and 'Class Yr.' (2021).

Do the same for next year's grade and class year:

This screenshot shows the same 'Student Maintenance' window, but with the 'Enrollment Status' set to 'Pending'. Red arrows highlight the 'Class Yr.' field (set to 2021) and the 'Next Yr Grade' field (set to 9).