

Using the “Manage Students” function to move existing student records to class lists *for administrators only*

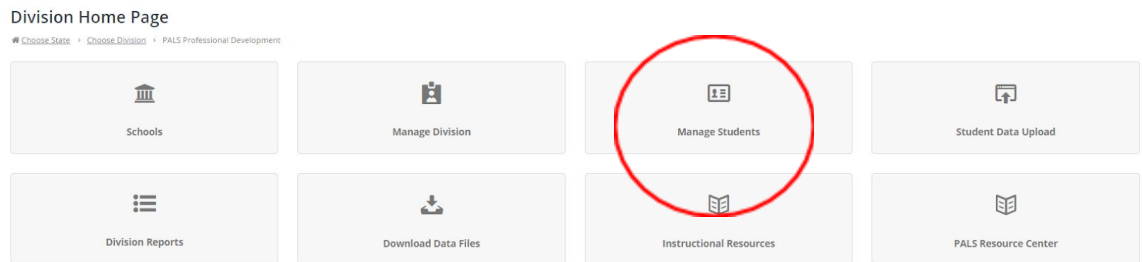
If a student already exists in the system and is assigned to a class or to a school pool within your district, an administrator may assign that student record to a particular class by using the process described below. (New students must be added by an administrator, either via a Student Data Upload or using the Add/Transfer link.)

Students assigned to a particular school, but not assigned to classes, are in the “school pool.” They can be added to a class list by an administrator. Students already on a class list can be moved to a different class by using the “Change School” or “Change Teacher” functions.

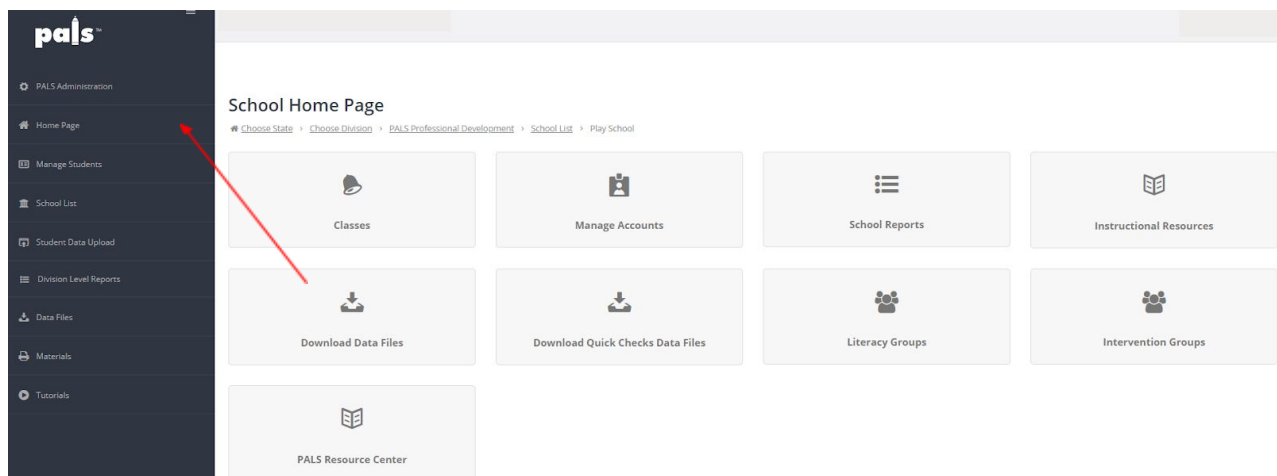
You must be either a division or school administrator to use these features. A division level user can use the “Manage Students” page to move students into class lists both WITHIN and BETWEEN schools. A school level user can use it to move students within the school, but not from other schools.

Log into your PALS Online account and click on the “Manage Students” link on the left hand side of your Home Page (this is also a Home Page tile if you have a division level account).

district-level view



school-level view



Search for the student by last name, first name, student ID, school, or teacher.

Select the student, and use “Remove from Class” to add the student to the School Pool, “Change School” to move the student to a different school within the division (this feature can only be used by division level users), or “Change Teacher” to switch the student into a different class.

Manage Students

[PALS Professional Development](#) > [Manage Students](#)

[Add or Transfer New Student](#)

Q Last Name ▾ student Enter

[✕ Combine](#) [✕ Remove from Class](#) [⚙ Change School ▾](#) [⚙ Change Teacher ▾](#)

SELECT	STUDENT	SCHOOL	TEACHER	GRADE	GENDER	DOB
<input type="checkbox"/>	Pretend Student	Play School	Play TeacherEn	K	F	05/06/2012
<input type="checkbox"/>	PracticeJ StudentR	Example School	Example Firstteacher	1 (PM)	F	09/06/2011

Showing 1 to 2 of 2 entries < 1 >

You do not have to save your selections. Click on the Home Page tab to use your “School List” tile or “Classrooms by Grade” tile to confirm that the student has been moved to the correct location.