

Using the *Manage Students* Function (Moving Existing Student Records into a Class)

for administrators only

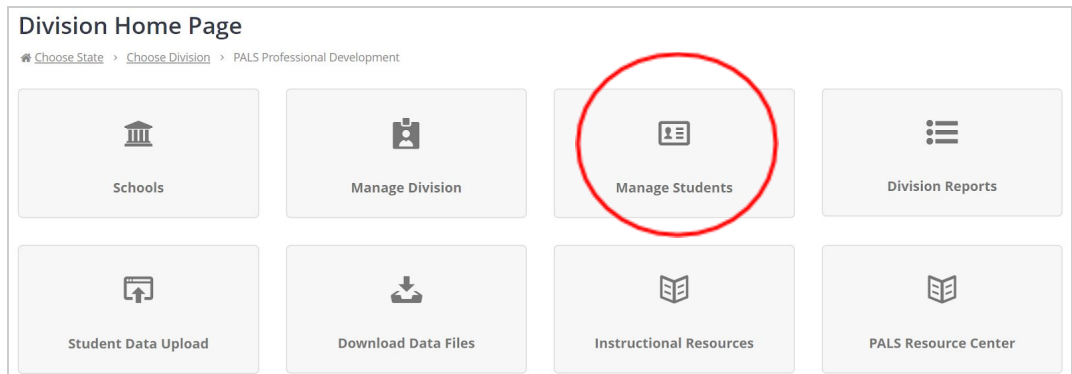
If a student already exists in the system and is assigned to a class or to a school pool within your district, an administrator may assign that student record to a particular class by using the process described below. (New students must be added by an administrator, either via a Student Data Upload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

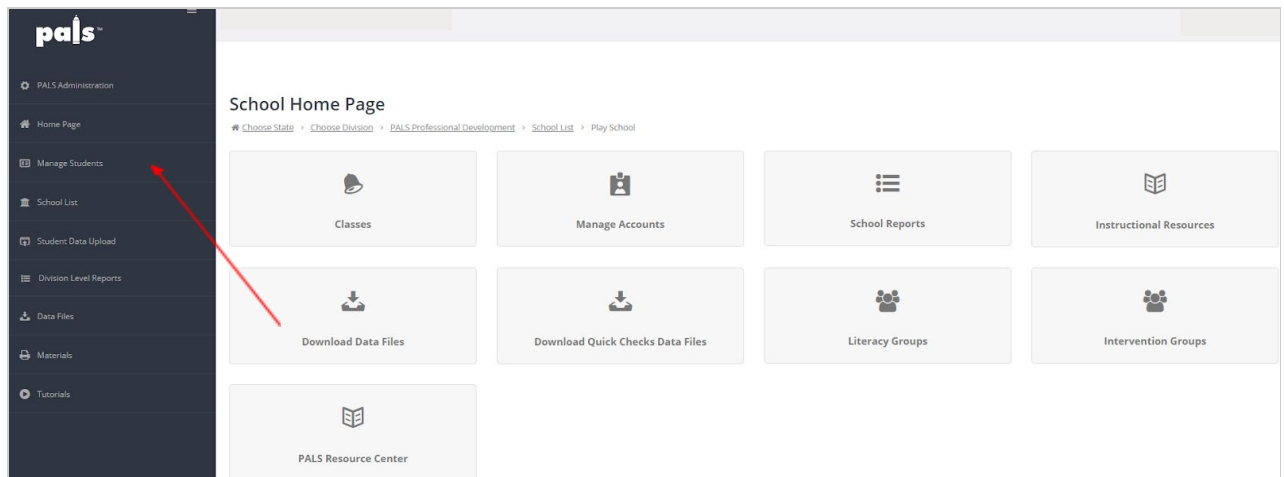
You must be either a division or school administrator to use these features. A division level user can use the *Manage Students* page to move students into classes both WITHIN and BETWEEN schools. A school level user can use the page to move students within the school, but not from other schools.

Log into your PALS Online account and click on the *Manage Students* link on the left hand side of your home page (it is also a tile on the Division Home Page).

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, use *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. Return to your home page, and then navigate to the new location for that student to confirm that the student has been moved to the correct location.