

Change a Student's Schedule in a Class

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If a student is remaining in the same class, but changing their scheduled days or times, their schedule can be changed for the class.

Keep a Record of Their Past Schedule

To keep a record of their previous schedule, drop the current schedule and add a new schedule in the same class.

1. From the *Class* record select the **Enroll List** or from the *Student* record select the **Summary** or **Schedules** tab.
2. Select the **Drop** link.
3. Enter a **Drop Date** of the day after this schedule will end.
4. **Save Changes**.
5. Add a new Schedule (see [Basic Scheduling](#)).
6. If the *End Date* is unknown, leave it blank. If the *End Date* is known, enter the day after the student will finish attending.
7. **Save Changes**.
8. From the *Student* record select the **Tuition** tab, review rate(s) and edit as needed.



The Drop Date of the schedule that is ending may overlap with the Start Date of the new schedule. For example: a student may attend a schedule through Wednesday and start a new schedule on Thursday. Their ending schedules Drop Date would be Thursday, and their new schedules Start Date would also be Thursday.

Summary	Schedules	Events	Attendance	Tuition	Medical	Feedback	Skills/Levels	Misc	
Schedule Status: All									
Schedules									
View 1 - 2 of 2		Print	Refresh						
Class	Start Date	End Date	Mon	Tue	Wed	Thu	Fri		
Part Time - Flexible - Afterschool	1/2/2017	1/5/2017	2:30pm 6:00pm	2:30pm 6:00pm	2:30pm 6:00pm			Transfer Drop	
Part Time - Flexible - Afterschool	1/5/2017		2:30pm 6:00pm		2:30pm 6:00pm		2:30pm 6:00pm	Transfer Drop	

No Record of Past Schedule Needed

To change the days/times of a schedule when a record of the past schedule is not needed, simply edit the time fields from the *Student* record on the **Schedules** tab.

1. From the *Student* record select the **Summary** or **Schedules** tab and find the schedule that needs changing.
2. Click your cursor in the time *In/Out* field and delete or type in times using 00:00am or 00:00pm format.
3. **Save Changes.**
4. Select the **Tuition** tab and review rate(s). Edit as needed.



If this student has Tuition Rates based on Scheduled or Actual Outside of Scheduled Attendance, billing for the current schedule should be completed before editing the times on their schedule.