

## Changing a Classroom Assignment for Children or Employees/Pyramid Model Professionals



Change the classroom assignment when a child or employee/professional permanently changes classrooms. Follow the same steps to change the classroom assignment for children or professionals.

Children + Add New Child

All Children

This table contains all children, regardless of enrollment status.

Enter text to search... Search

ID	Name	Birth Date	Enrollment Date	Discharge Date	IEP?	DLL?	Program	Actions
B1	Katniss Everdeen	03/15/2020	06/15/2020		No	No	The Meadow	Actions
B2	Willy Wonka	12/13/2019	03/13/2020		No	Yes	The Meadow	Actions
B3	Holly Golightly	07/01/2020	10/01/2020		No	No	The Meadow	Actions
B4	Stanley Hudson	04/04/2020	07/04/2020		No	No	The Meadow	Actions

1. Go to the appropriate dashboard (Children or Pyramid Model Professional) by using the side menu or the pull-down menu from the black bar at the top of the screen.
2. Find the child or professional by typing their name in the search bar. Click on “Actions” and then “Edit” to the right of the child or professional’s name.
3. Scroll to the Classroom Assignment History section at the bottom of the page.

4. Find the classroom to which the child or professional is currently assigned. Click on “Actions” and then “Edit” to the right of the classroom’s name.
5. Enter the last date the child or professional was in that classroom in the Leave Date field.
6. Select “Move to a different classroom” in the Leave Reason field.
7. Click “Save” to save the section.
8. Click on “Add New Assignment”
9. Enter the date the child or professional started in the new classroom in Assign Date. This date must be *after* the Leave Date of the previous classroom.
10. Select the correct classroom from the drop-down menu for Classroom.
11. Click “Save” to save the section.
12. Click “Save” at the very bottom of the screen to save the whole record.

Classroom Assignment History + Add New Assignment

All Classroom Assignments for this Child

Enter text to search...

Classroom	Assign Date	Leave Date	Leave Reason	Actions
(B01) Bunnies	08/28/2019	09/07/2020	Move to a different classroom	Actions
(C12) Crickets	09/08/2020			Actions

Previous 1 Next

Edit Classroom Assignment

Assign Date: 09/08/2020 Classroom: (C12) Crickets

Leave Date: Leave Reason: --Select--

Cancel Save

Classroom Assignment History + Add New Assignment

All Classroom Assignments for this Child

Enter text to search...

Classroom	Assign Date	Leave Date	Leave Reason	Actions
(B01) Bunnies	03/12/2018	09/02/2019	Move to a different classroom	Actions
(C12) Crickets	09/03/2019	09/07/2020	Move to a different classroom	Actions

Previous 1 Next

Add Classroom Assignment

Assign Date: Classroom: --Select--

Leave Date: Leave Reason: --Select--

Cancel Save