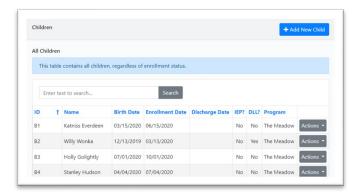
## Changing a Classroom Assignment for Children or Employees/Pyramid Model Professionals



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.



- 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.
- 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"
- 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.
- 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.

