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



To update a child's or professional's classroom permanently, follow these steps: Find the individual, edit their profile, set the leave date for the current classroom, choose "Move to a different classroom" as the reason, save changes, add a new assignment with the start date for the new classroom, select the new classroom, and save the record. Repeat these steps as needed for any child or professional changing classrooms.

unildren							+ Ad	ld New Child
All Children								
This table	contains all childrer	n, regardless of	enrollment status.					
Enter to	ut to conrols		Search					
Enter te	xt to search		Search					
ID t	Name	Birth Date	Enrollment Date	Discharge Date	IEP?	DLL?	Program	
ID t B1	Name Katniss Everdeen	Birth Date 03/15/2020	Enrollment Date 06/15/2020	Discharge Date	IEP? No	DLL? No	Program The Meadow	Actions -
ID † B1 B2	Name Katniss Everdeen Willy Wonka	Birth Date 03/15/2020 12/13/2019	Enrollment Date 06/15/2020 03/13/2020	Discharge Date	No No	DLL? No Yes	Program The Meadow The Meadow	Actions • Actions •
ID † B1 B2 B3	Name Katniss Everdeen Willy Wonka Holly Golightly	Birth Date 03/15/2020 12/13/2019 07/01/2020	Enrollment Date 06/15/2020 03/13/2020 10/01/2020	Discharge Date	IEP? No No	DLL? No Yes No	Program The Meadow The Meadow The Meadow	Actions • Actions • Actions •

- Find the classroom to which the child or professional is currently assigned.
- 2. Click on "Actions" and then select "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.
- Select "Move to a different classroom" in the Leave Reason field.
- 5. Click "Save" to save the section.
- Click on "Add New Assignment".
- Enter the date the child or professional started in the new classroom in the Assign Date field. This date must be after the Leave Date of the previous classroom.
- Select the correct classroom from the drop-down menu for Classroom.
- 9. Click "Save" to save the section.
- 10. Click "Save" at the very bottom of the screen to save the whole record.

- Go to the appropriate dashboard (Children or Pyramid Model Professional) using either the side menu or the pull-down menu from the black bar at the top of the screen.
- 2. Locate the child or professional by typing their name into the search bar.
- 3. Click on "Actions" and then select "Edit" to the right of the child or professional's name.
- 4. Scroll down to the Classroom Assignment History section at the bottom of the page.

Classroom Assignr	nents for t	his Child					
Enter text to sea	rch						
Classroom		Assign Date	11	Leave Date		Leave Reason	
B01) Bunnies		08/28/2019		09/07/2020		Move to a different classroom	Actions -
C12) Crickets		09/08/2020					Actions -
Edit Classroom Ass	ignment						
Assign Date					Cla	assroom	
09/08/2020					(C12) Crickets	
Leave Date			_		Le	ave Reason	
						-Select	$\boldsymbol{\mathcal{D}}$

Classroom Assignments f	or this Child							
Enter text to search								
Classroom	Assign Date	11	Leave Date		Leave Reason 11			
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 👻		
Add Classroom Assignme	nt			d	assroom			
					Select			
Leave Date					Leave Reason			
					Select			