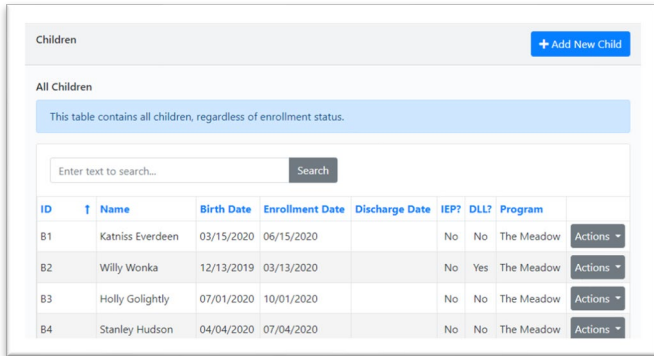


# Changing a Classroom Assignment for Children or Employees/Pyramid Model Professionals



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.



1. 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.

1. 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.
3. Enter the last date the child or professional was in that classroom in the Leave Date field.
4. Select "Move to a different classroom" in the Leave Reason field.
5. Click "Save" to save the section.
6. Click on "Add New Assignment".
7. 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.
8. 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.

