How to Repeat a Student

If a student is required to attend the same scholastic year for another year, the repeat function will add another registration record into the student registration history. This can only be done for the current year.

If a student needs to repeat the scholastic year they are currently enrolled in this year, then the REPEAT function needs to be applied. For example: If a student is in year 4 and will repeat year 4 next year then use the Repeat function.

If the student is to repeat the scholastic year they attended last year, then the TRANSFER function needs to be applied. For example: the student was in year 4 last year and the Repeat function wasn’t applied to the student at the end of the year, they will need to be transferred from year 5 back to year 4. See QRG - How to transfer a student between registration offers

Go to Place Management → Registration Offers

Click the icon beside the scholastic year the student is enrolled in.
Tick the check box alongside the student name need to repeat.

Click the **Repeat** button

**Note:** The “Repeat” function can only be applied to a single student at a time and cannot be applied in Bulk for multiple students. If a school has multiple students repeating then the “Repeat” function must be applied to each student individually.

Click the **OK** button to confirm the process

A message showing that the process was successful will display

Locate the student in student enquiry to double check the registration by clicking on Registration History.

**NOTE:** If repeat the wrong student, use the **Transfer** function to transfer the student into the correct scholastic year. See [QRG - How to transfer a student between registration offers](#)