How to transfer a student to another group

To transfer students to another group in the same school:

- Access the student through Place Management / Student group Offers
- Indicate the student for transfer
- Click the Transfer button
- Select the new Group Offer
- Select if the student is to stay in the current group or be removed from the current group
- Click the Transfer and Exit button

Go to Place Management → Student Group Offers

Locate the list of students by clicking the at the end of each Group offer name records.

Indicate the student for transfer and click the Transfer button
(Bulk change is permitted by ticking the first check box in heading line)
Select the new student group from the list by click the.

Select the group to which the student will transfer. It will only list the groups support the year the student belongs to.

NOTE: If the group wish to transfer not listed, please check the Supported scholastic years of the group. Simply back to Student Group offers, click the group name.

Indicate if the student is to be kept in the current group or removed. And then click the Transfer and Exit button.
Click **OK** to confirm the transfer

The student has been removed from the previous group

The student is shown in the new group.