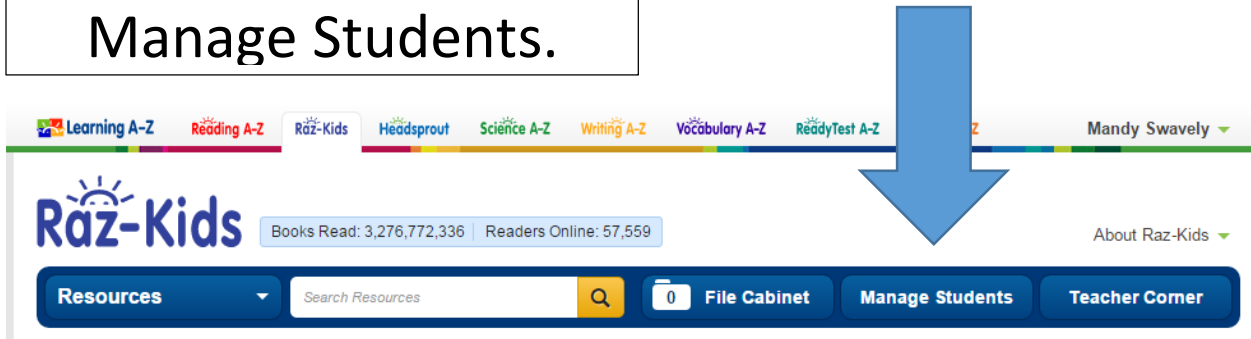
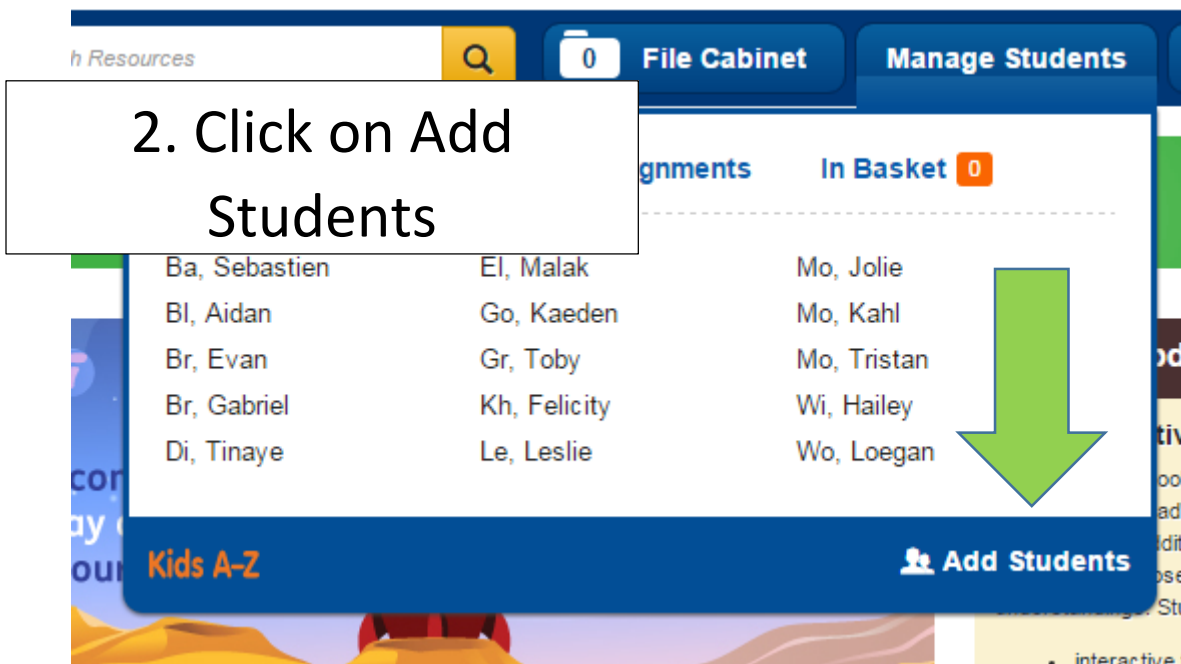


How to transfer **current** students from another teacher's Raz Kids class into your class

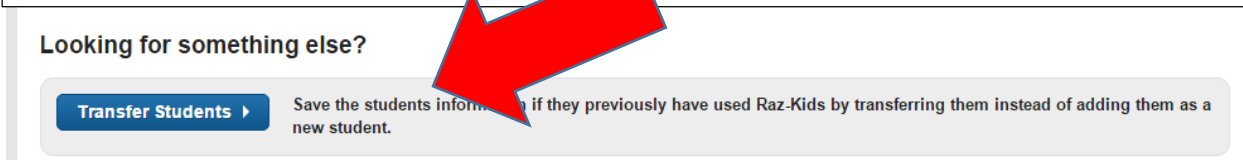
1. Log in, and click on Manage Students.



2. Click on Add Students



3. Scroll to the bottom of the page and click Transfer Students



4. Enter the teacher's name to whom the student is currently assigned and click Search. If you don't know this information, you can search by username. Since last names are not in the system, a search will not yield results with that query. You can narrow the search by building if needed, however I find it most efficient to leave the organization set to Elanco.

TRANSFER STUDENTS WITHIN DISTRICT INTO YOUR CLASSROOM

Search for active or deleted students within your district to transfer into your class roster. You currently have 21 spaces available.

Student	Teacher	Organization	
<input type="text" value="First or last or login name"/>	<input type="text" value="First or last name"/>	<input type="text" value="Eastern Lancaster Co Sch Dist"/>	<input type="button" value="Search"/>

5. Search results will appear. Locate the student name on the list. Click on the blue arrow in front of the student's name.

The student has now been transferred to your class!

Students			
		Teacher Name ▲	Organization
➔	Benjamin	Muhr, Julie	Eastern Lancaster Co Sch Dist
➔	Bo, Robert	Muhr, Julie	Eastern Lancaster Co Sch Dist
➔	Br, Tanner	Muhr, Julie	Eastern Lancaster Co Sch Dist
➔	Co, Maddison	Muhr, Julie	Eastern Lancaster Co Sch Dist
➔	Ga, Cole	Muhr, Julie	Eastern Lancaster Co Sch Dist
➔	Hu, Tyrelle	Muhr, Julie	Eastern Lancaster Co Sch Dist
➔	Mc, Jake	Muhr, Julie	Eastern Lancaster Co Sch Dist