

Holding School

In the second year of the CognitiveGenesis Project it was determined that we will need to move students from one school to another as they move within the system.

1. Sign into the site
2. Then sign into the student ID site.
3. In the global search window type in the student's name,
4. When you see the list of students, click on the student whose information needs to be changed. You will then see the student information for that particular student. At the bottom of the list you will see a drop down box, with the current school listed.
5. Open the drop down box and then select the school that the student is now enrolled in. You have now moved that student to the new school.

If the student is not enrolled in an Adventist school or has graduated from the academy,

Move the student to the "Holding School" in the drop down box. This will preserve the students ID number yet clean out the students from the current listing.