

Changing Teachers and Updating Schedules

NEW Teacher BEFORE School Starts

1. Add/Update Teacher Information
2. Add/Update Teacher Numbers
3. Create Course Sections
4. Create Packages (Parent/Child Sections)
5. Schedule Students (make sure they use the correct start date)

NEW Teacher AFTER School Starts

1. Add/Update Teacher Information
2. Add/Update Teacher Numbers
3. Create Course Sections
4. Create Packages (Parent/Child Sections)
5. Schedule Students (make sure they use the correct start date)

NEW Teacher Replacing OLD Teacher

NEW Teacher –

1. Add/Update Teacher Information
2. Update all applicable course sections using the course and section tab of the OLD Teacher to reflect the NEW Teacher (Change the OLD teacher name to the NEW teacher name and enter the correct start and end dates of the OLD teacher (logging the changes))
3. Review Packages (Parent/Child Sections)

NEW Teacher (New Classroom being Added-Students moving from current class to new)

NEW Teacher –

1. Add/Update Teacher Information
2. Add/Update Teacher Numbers
3. Create Course Sections
4. Create Packages (Parent/Child Sections)

OLD Teacher –

1. Make note of all co-teacher, inclusion, or therapy scheduling criteria
2. Drop student from course section(s) (make sure they use the correct drop date)

NEW Teacher –

1. Add NEW Teacher course sections to Students Schedule
2. Update NEW Teacher with co-teacher, inclusion, or therapy scheduling criteria based on OLD Teacher schedule (this may be more on a student by student basis)