




How to Assign Disciplinarians in the Academic Page

Menu Path: Utilities/Registration Assignment

Before you begin: Get the criteria correct, which students and the disciplinarian

Below is an example of awarding staff 3025 to students whose last names are A-CA

Building:*  Cascade Middle School
Field:* 
Create a New Program Record:
Withdrawal Date of Current Record:*
Entry Date of New Record:*
Fill Method:
 Balance
 Fill
Maximum Students:
Values:* 

Student Search

And/Or	Area	Field Name	Condition	Value	Delete
	Demographic	Current Status	= (equals)	A	<input type="checkbox"/>
And	Demographic	Last Name	>= (is greater than or equal to)	a	<input type="checkbox"/>
And	Demographic	Last Name	<= (is less than or equal to)	ca	<input type="checkbox"/>

Hit **Search**, it will produce a total list of the students who will receive the update:

The search found 44 records

Student ID	Student Name	Current Value	New Value	Remove
17243	Barrong, Lacey Adrianna		<input type="text" value="A"/> 	<input type="checkbox"/>
17343	Alexander, Vidar Areld		<input type="text" value="A"/> 	<input type="checkbox"/>

If you want to remove a student from getting the update, **select** the check box and **click** REMOVE, then you may **select** MODEL the list to see the value added. Once you are confident, **click** on the SAVE button.