

# Student Management

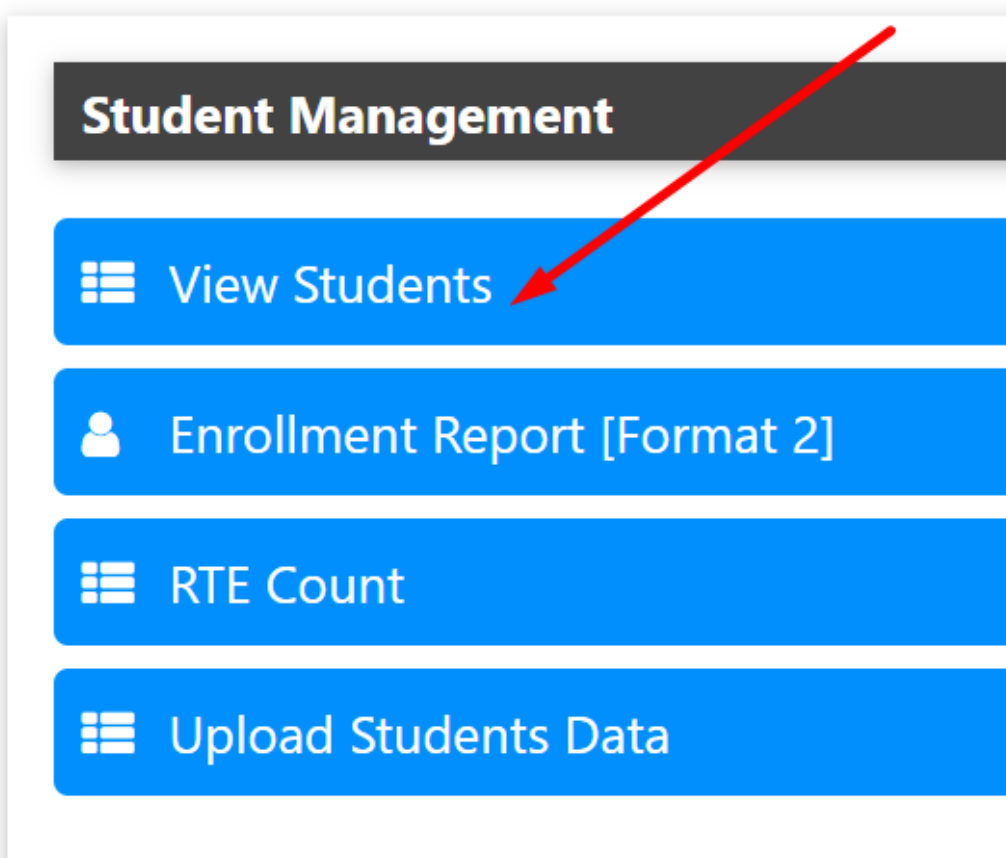
## Change Section of a Student

**Before changing section of a student, the following points must be noted.**

1. If any entry of marks, attendance or co-scholastics has been made for that student, the same will be deleted and should be entered again after shifting the student.
2. A summary of all such entries will be displayed before the deletion. It is the responsibility of the person executing the shifting to save the page and get the entries done again after shifting.

### The Process

In the KV Dashboard, Go to "View Students"



Set filters to get the student listed

# Student Management

Class 11 ▾ Section A ▾ Gender GIRL ▾ Category ALL ▾

All students  Active Only  InActive Only

Apply Filter

Displaying latest 100 Entries

Use the search option to find the student in the list






Search:

her's name	AdmYr	AdmCat
A KASANA	2022	I

Click the Pencil Icon in Section Column

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	Class	Sec	B/G	Date
ASANA	11	A 	G	12 O
DESHMUKH	11	A 	G	12 M
BEN	11	A 	G	27 M



In next page, all the entries made for the concerned student will be displayed.

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Name	M/ [redacted] KH
Date of Birth	1 [redacted]
Current Class & Sec	11 - A

**The following entries related to this student will be deleted** [Click to Print](#)

## Marks Entry

Subject	Exam	Marks Obtained
Chemistry	PT-1	0 / 40
Mathematics	Cumulative	0 / 80
Mathematics	PT-1	0 / 40
Physics	PT-1	0 / 40

## Grades [CoScholastics] Entry

No Entry in current section

## Attendance Entry Check

No Entry in current section

**Please note that these entries will be deleted.** Take a printout or save a pdf of the page using the "Click to Print" button

Select the new section, enter remarks, check the consent box and submit the form. The entries will be deleted and the student will be shifted to the new section immediately.

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New Section\*

Select New Section



Remarks\* [Maximum 200 Characters]



**I understand the following.**

- 1. After submitting this section change form, the section for the student will be changed immediately.**
- 2. All the above entries made for this student will be deleted and new entries need to be made by subjects teachers and class teachers as applicable.**
- 3. I should save a copy of this page for records** [Click to Print](#)
- 4. Medialab will not be able to provide any backup of this deleted data.**

Change Section

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