Adding a School

Contents

Overview

The functionality in Rio which allows school information to be recorded is only available in a child's record.

Adding a School to a Child's Record

- Click the main **Menu**

- Select **Quick Menu**

- Click **Demographic Details**

- Click the **Schools** link (located at the bottom of the screen)

The **School History Details** screen will display

- **School**:   Choose relevant school from the list

- **School From Date:**   Enter school entry Date

- **School To Date:**   Leave blank

- **Reason for Change:**   Choose relevant reason from list e.g., New Entrant

- Click **Save**

Changing a School

- Click the main **Menu**

- Select **Quick Menu**

- Click **Demographic Details**

- Click the **Schools** link (located at the bottom of the screen)

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The **School History Details** screen will display

- **School**: Choose relevant school from the list

- **School From Date:** Enter school entry Date

- **School To Date:** Leave blank

- **Reason for Change:** Choose relevant reason from list e.g., Moved Address

- Click **Save**

The **School To Date** autocompletes with the New School's From Date

School History Details	
School	Adderley Primary School
School From Date	5 January 2021
School To Date	
Reason for Change	Moved address
	Close

View the School Information

- Open the <u>**Schools**</u> link within the child's **Demographic Details**

From Date	To Date	School	Reason for Change		
5 Jan 2021		Adderley Primary School	Moved address	View	☐
7 Sep 2020	5 Jan 2021	Albert Bradbeer Primary		View	☐

- Click the <u>**View**</u> link to the right of the details for the school