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## Overview

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

## Adding a Child's First School

- Click the main **Menu**
- Select **Quick Menu**
- Click **Demographic Details**
- **Search** for your Client and **Open** the record

The **Demographic Details** screen displays

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

The **Client School History** screen will display

- Click **Add**

The **School History Details** window displays

- **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**

School History Details

School: Abbey Infant School

From Date: 23 June 2025

To Date:

Reason for Change:

Save Close



## Changing a School

- Click the main **Menu**
- Select **Quick Menu**
- Click **Demographic Details**
- **Search** for the Client and **Open** the record

The **Demographic Details** screen displays

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

The **Client School History** screen will display

- Click **Add** button

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**, on the old School entry, **autocomplete**s with the New School's From Date

**School History Details**

<b>School</b>	Lakey Lane Junior and Infant School
<b>From Date</b>	10 September 2018
<b>To Date</b>	23 June 2025
<b>Reason for Change</b>	

Close

## View the School Information

- Open the **Schools** link within the child's **Demographic Details**
- Click the **View** link to the right of the details for the school

From Date	To Date	School	Reason for Change	
23 Jun 2025		Abbey Infant School	Moved to a new area	<a href="#">View</a> <input type="checkbox"/>
10 Sep 2018	23 Jun 2025	Lakey Lane Junior and Infant School		<a href="#">View</a> <input type="checkbox"/>