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How do I TRANSFER a child in ChildPlus from one classroom to another?

Richard Woolf - 2025-01-14 - [ChildPlus](#)

How To Transfer A Child From One Classroom To Another In ChildPlus

1. Go to the ENROLLMENT tab for the student who needs to transfer classrooms.
2. Click on the TRANSFER button.



3. Enter the last date that the child was in the old classroom.
4. Select the new site and classroom that the child will be transferring to, along with funding (if that is not already selected).



5. Once all the details for the last date and new classroom are selected, click on the TRANSFER button at the bottom right of the box.
6. Lastly, add a brief note in ENROLLMENT NOTES explaining why this transfer occurred (if you are in the desktop version of CP, remember to use the TIMESTAMP function first).

That's it. Your child will now appear in the new classroom on the attendance tab starting with the next open day after the LAST DATE IN OLD CLASSROOM.

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