Manage Participant Schools

> **Required Permissions:** All users can view enrolled participants. However, you must have the **Child Details** permission enabled on your account to view and edit participant details.

The School tab at the bottom of the Participant Details page displays whether the participant is enrolled in school. If the participant is enrolled in school, the school type, district, and name displays. If the participant is not enrolled, the text Participant is Not Enrolled in School displays.
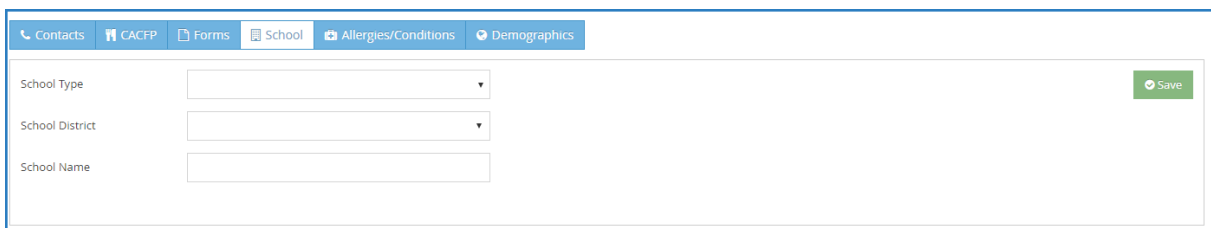
1. From the menu to the left, click **Participants**. A list of participants displays.

   > **Note:** According to your display settings, this option may be called something different, such as Kids. For more information, see **Set Display Settings**.

2. Click a name to view participant details.
3. Click the **School** tab at the bottom of the page.

Adding a School

1. Click **Add School**.

2. Click the **School Type** drop-down menu and select the type of school the participant attends. For example, if the participant is enrolled in morning kindergarten, you can select A.M. Kindergarten.
3. Click the **School District** drop-down menu and select the district in which the participant's school resides.
   - You can click the **Type to Search** box and begin typing the name of the district to filter the list.
   - Click **Clear** to clear the selected district.
4. Click the **School Name** box and enter the name of the participant's school.
5. When finished, click **Save**.

Editing a School

1. Click **Edit.**
2. Enter new information over the existing information.
3. When finished, click **Save**.

Removing a School

If the participant is not currently enrolled in school, you can remove the school from the participant's profile.

1. Click **Edit.**

2. Click the **School Type** drop-down menu and select **No School**.

3. Click **Save**.