


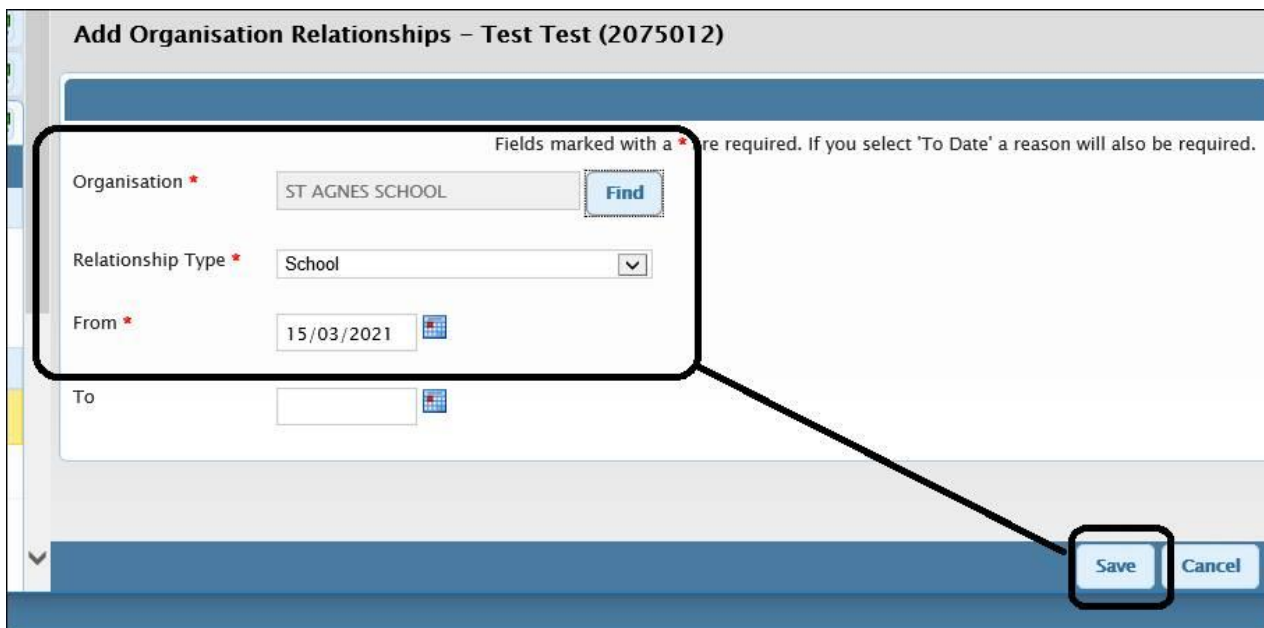
To start a new school relationship on a record

Go to person details – organisation relationship



On the next screen, click  at the bottom of the screen

Press 'Find' to find & select the school, choose relationship as 'School', under 'from' choose the start date of school, click save to update the school



To end a school relationship on a record

Within organisation relationship, click on the edit pencil next to the school that needs to be ended

Organisation Relationships – Test Test (2075012)

Organisation Relationships	From Date	To Date	End Reason
School: ST AGNES SCHOOL	15/03/2021		




On the next screen, under 'to' select the end date, then select an end reason from the drop down menu, press save to end the relationship


Amend Organisation Relationships – Test Test (2075012)

Fields marked with a * are required. If you select 'To Date' a reason will also be required.

Organisation *

Relationship Type * ▼

From * 

To 

End Reason * ▼

