

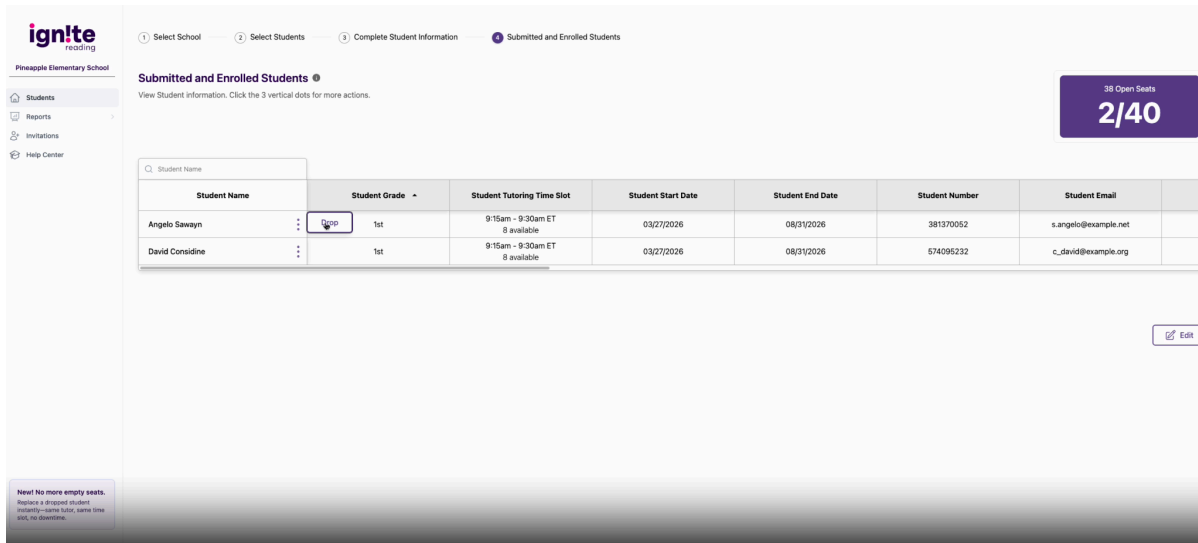
Immediate Student Replacement

Overview

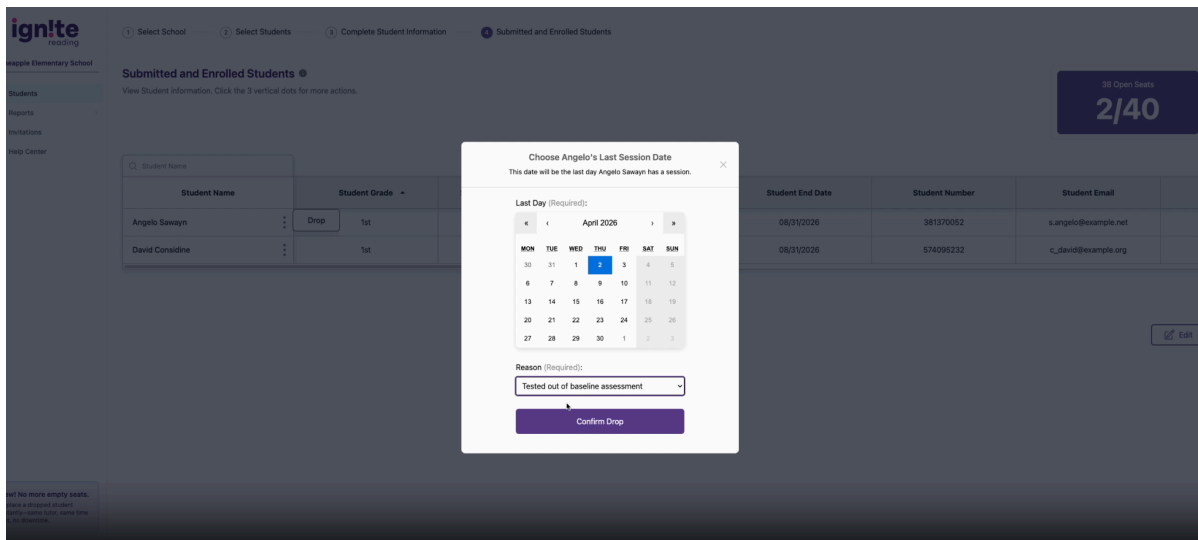
In the School Portal, School Admins can now replace one student with another in an existing tutoring time slot. The student leaving is dropped, and the new student takes their place in the same slot with the same tutor on a specified date. The number of available slots does not change. For schools with double dose seats, both tutoring time slots are maintained.

Regular Single Session Replacement

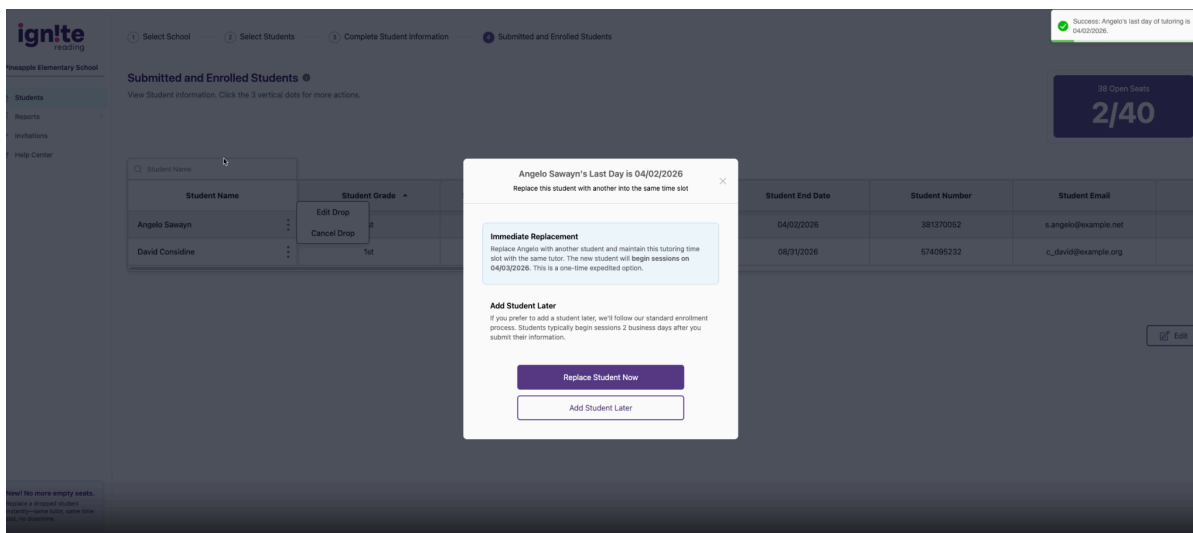
1. In the Submitted and Enrolled Students table, click on the three dots next to the student you wish to drop. Click on **Drop**.



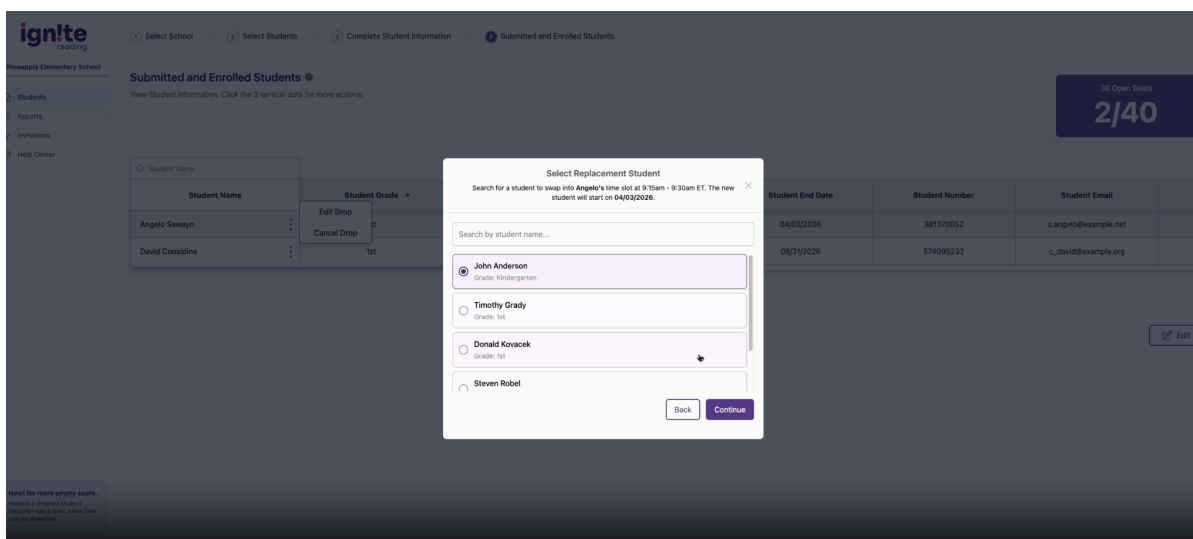
2. Choose the **Drop Date** and **Reason**, then select **Confirm Drop**.



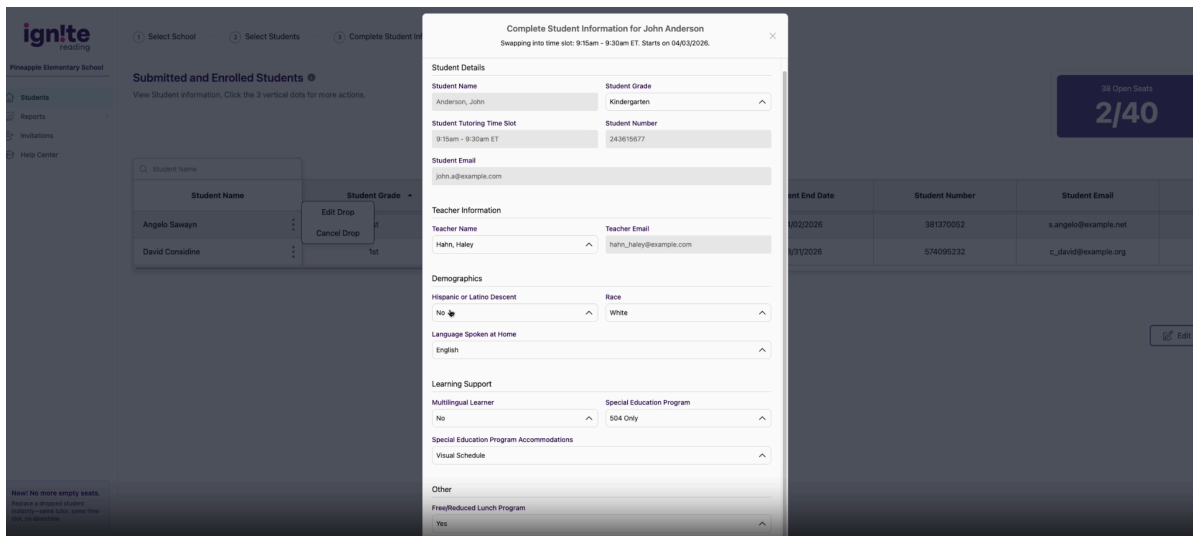
3. On the next screen, select **Replace Student Now**.



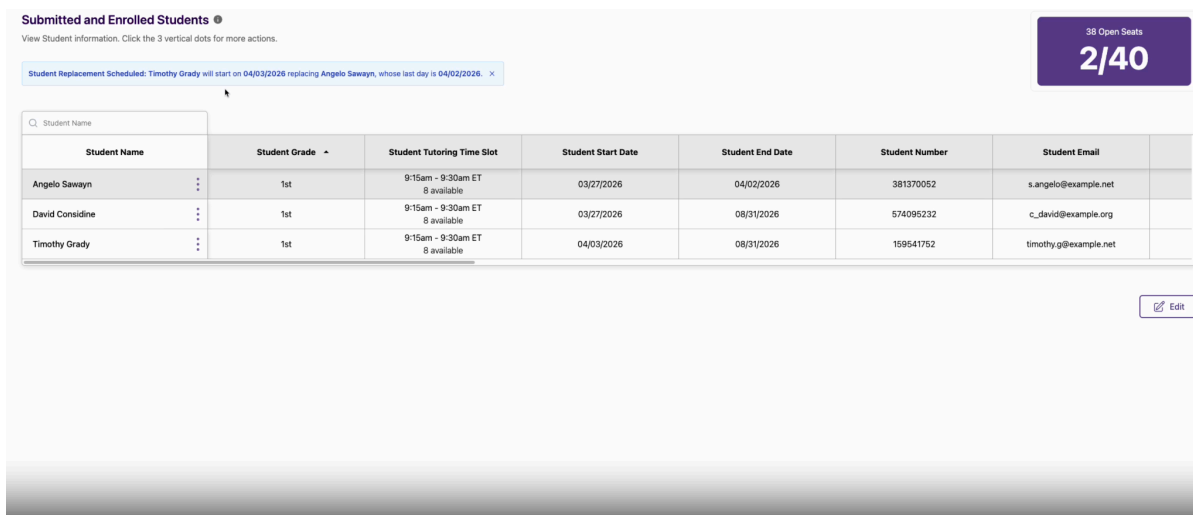
4. Search for the new student by name to select them and click **Continue**. Please note: the new student must already be shared with the Ignite Reading application via Clever or Classlink.



- Complete the required student information for the new student in the next screen. Click **Save** to submit the replacement.



- Confirm the result in the updated Submitted and Enrolled Students table.



Double Dose Schools

If your school has double dose seats, meaning students receive two tutoring sessions a day, the replaced student takes over **both** time slots and both tutors at once. The steps to replace a double-dose student are the same, and both tutoring time slots are displayed throughout the replacement flow.

1. In the Submitted and Enrolled Students table, both tutoring time slots are listed.

Submitted and Enrolled Students 37 Open Seats
3/40

View Student information. Click the 3 vertical dots for more actions.

Student Name	Student Grade	Tutoring Time Slot 1	Tutoring Time Slot 2	Student Start Date	Student End Date	Student Number
Angelo Sawayn	2nd	7:00am - 7:15am ET 7 available	7:15am - 7:30am ET 7 available	05/21/2026	06/30/2026	381370052
David Considine	2nd	7:00am - 7:15am ET 7 available	7:15am - 7:30am ET 7 available	05/28/2026	06/30/2026	574095232
Donald Kovacek	2nd	7:00am - 7:15am ET 7 available	7:15am - 7:30am ET 7 available	05/28/2026	06/30/2026	958709227

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2. In the “Complete Student Information” form for the replacement student, both tutoring times are listed.

Complete Student Information for Timothy Grady
 Swapping into time slots: 7:00am - 7:15am ET and 7:15am - 7:30am ET on 06/01/2026.

Student Details

Student Name: Grady, Timothy

Student Grade: 2nd

Tutoring Time Slot 1: 7:00am - 7:15am ET

Tutoring Time Slot 2: 7:15am - 7:30am ET

Student Number: 159541752

Student Email: timothy.g@example.net

Teacher Information

Teacher Name: Hahn, Haley

Teacher Email: hahn_haley@example.com