

Certificate of Merit  
New Process for Change of Teachers  
Judi Moore, Chair

The State has now made it easier to register transferred students. Remember that the Change of Teacher procedure must be completed for ALL students who have taken CM in previous years, regardless of age or CM Level. If you have any questions, please e-mail [judimoore3@aol.com](mailto:judimoore3@aol.com)

All **Change of Teachers**, formerly known as student transfers, must now use the following process:

1. Login to you Teacher Home Page.
2. Click CM Students.
3. Click New Student Registration.
4. Click the “**Yes**” button to the right of the question, “Has this student changed teachers since they were last enrolled in CM?”
5. You will see a page entitled CM Change of Teacher Request Form. Read those instructions and fill out the form, student name, former teacher, etc.
6. Click “Submit” after the information has been entered.
7. If more information is needed, your branch chair will contact you.
8. **You will receive an e-mail** when the change of teacher has been made.
9. Then you must go to your Teacher Home Page, click CM Students.
10. Click on Re-enroll Students. Your transferred student’s name should be on the list.
11. Complete the registration form and click “Submit.”