

Withdrawing Students Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
1/24/22	Entire document	Review and Update
4/29/20	Entire document	Review and Update
10/8/19	Entire document	Review and Update

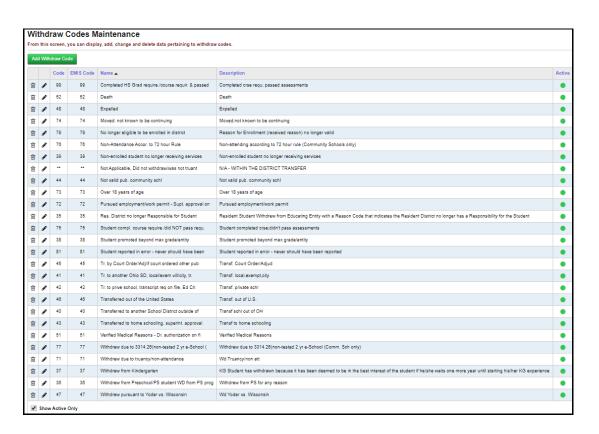
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Withdrawing a Student: Follow these steps to withdraw a student from a building or district. Withdrawal Codes are used to describe the reason a student is leaving school such as moving, dropout, etc. Withdrawal codes are also reported to EMIS so EMIS Codes are required when adding or editing a Withdrawal Code. Unless otherwise noted, see *Student and Registration Guide* for details.

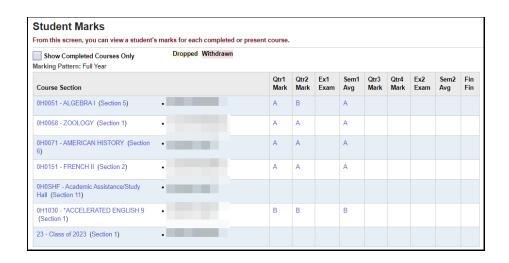
Define Withdraw Codes – Before withdrawing a student, verify that appropriate Withdraw Codes have been defined. You can view inactive codes by un-checking the **Show Active Only** checkbox.

Navigation: StudentInformation – Management – School Administration – Student Codes Administration – Withdraw Codes

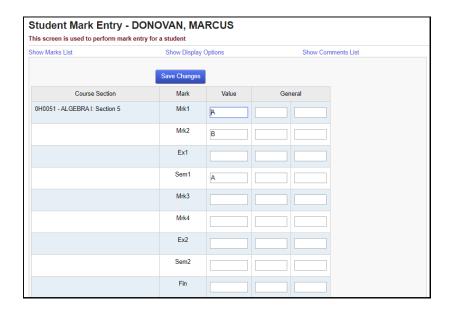


☐ Enter Final Mark (optional) – Navigate to the Student Marks page for the final attending reporting period. See *Marks Guide* for details.

Navigation: StudentInformaion - SIS - Student - Marks - Student Marks



- Click the course section to add marks.
- Add the **student marks** as needed.



Enter Withdraw Student Info – Determine whether this is a building or district withdrawal and fill out other required withdrawal information. Be sure to set the student's new Student Status to Inactive (or another appropriate withdrawn Student Status code), and check the boxes to clear the student's Locker and Homeroom Assignments, if desired.

Navigation: StudentInformation – SIS – Student – Withdraw Student

District Withdraw Withdraw Student From this screen, you can withdraw a student from the working school. 1 In order to withdraw a student from the working school for the current school year, please enter a withdraw date and select a valid withdraw code. If you are sure you want to withdraw the student, please select the submit button from below Building District 8/21/2019 Admission Date: Withdraw Date:* 10/7/2019 -- Select a Withdraw Reason --Withdraw Reason:* Q Withdraw to District IRN: • Remove Locker Assignment: Remove Homeroom Assignment: Cancel

Building Withdraw Withdraw Student From this screen, you can withdraw a student from the working school. f) In order to withdraw a student from the working school for the current school year, please enter a withdraw date and select a valid withdraw code. If you are sure you want to withdraw the student, please select the submit button from below Building District Admission Date: 8/21/2019 10/7/2019 Withdraw Date:* **m** Withdraw Reason:* -- Select a Withdraw Reason --Withdraw to School IRN: Withdraw to School Comments: Student Status:* Remove Locker Assignment: Cancel

■ Verify Admission History Page (optional) – View the Admission History Summary page to ensure that student withdrawal information has been properly updated.

Navigation: StudentInformation – SIS – Student – Admission History – View Admission History

Admission History Summary

This page displays admission and withdrawal history for the selected student

Galion

· Galion Middle School

8/21/2017 - 5/24/2018

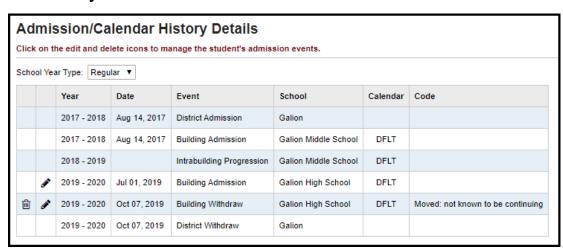
8/20/2018 - 5/23/2019

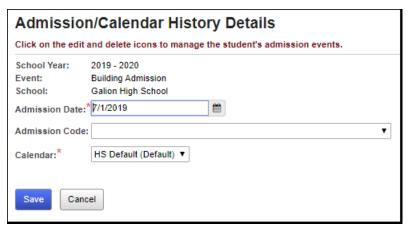
Galion High School

8/21/2019- 10/7/2019 Withdraw Code: 74 Moved: not known to be continuing

■ Edit Admission History Details (optional) – You can edit Admission History details, to change admission dates, admission codes and student calendars, if needed.

Navigation: StudentInformation – SIS – Student – Admission History – Edit History Details





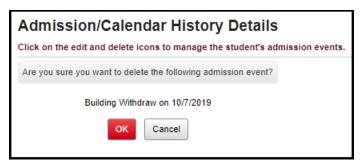
Remove Next Year Admission (optional) – If the student has been enrolled into the next school year already, this withdrawal will not have affected that admission. Click the **trash can** icon on the future admission record on the student's Edit History Details page to remove that admission as well.

Navigation: StudentInformation – SIS – Student – Admission History – Edit History Details

Re-Enroll Accidentally Withdrawn Students (optional) – If you accidentally withdraw a student you did not intend to withdraw, you can re-enroll the student from the Edit History Details page. Simply delete the withdrawal event using the **trash can** icon. **Note:** This only applies during the school year. If you accidentally withdraw a student with a Summer Withdrawal, you will have to re-enroll them completely.

Navigation: StudentInformation – SIS – Student – Admission History – Edit History Details





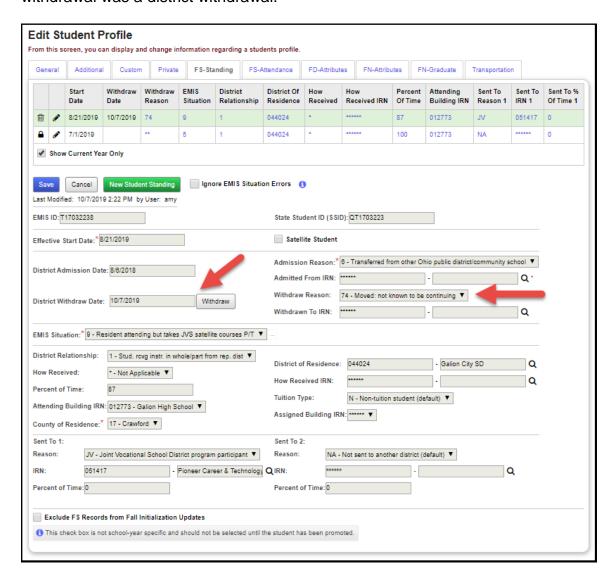


You will need to go to the student's profile, and change the student's Status to the correct enrolled status (for example, from Inactive to Active or Non-Resident), and change the student's Grade Next Year to the appropriate grade.

Navigation: StudentInformation – SIS – Student – Edit Profile – General tab



You will also need to go to the **FS-Standing** tab on the student's profile, and correct the **District Withdraw Date** and **Withdraw Reason**, if the accidental withdrawal was a district withdrawal.



Note: Also, check the **Report to EMIS** checkbox on the **FN-Attributes** tab if it has been unchecked and the student should be reported to EMIS.

Review the student's schedule using the Request Assignments page. Uncheck the **Show Active Only** checkbox. For each course section assignment with a stop date in the past (or on the current date), add a new assignment for the same course section starting the day after the stop date. For course section assignments with a stop date in the future (and the same as the start date), instead Remove those course section assignments (with the trash can icon and the Remove/Delete option) and re-assign the student to those course sections (linked to the student's request, if any) with the original start date.

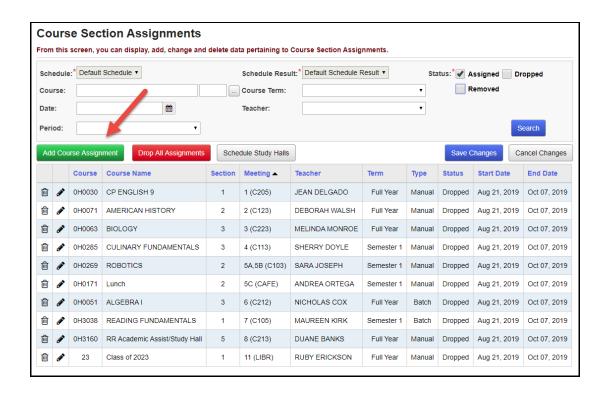
Navigation: StudentInformation – SIS – Student – Student Schedule – Request Assignments

You can also re-enter the student's schedule on the Course Section
Assignments page. Make sure to check Dropped and click Search to view
Dropped course section assignments.

Navigation: StudentInformation – SIS – Scheduling – Course Section Assignments

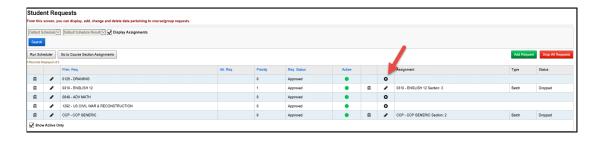


Note that on this page, you will be unable to see the dropped assignments while adding each new assignment (assignments will no longer be linked to requests). Don't forget to click Save Changes when you are finished on this screen.



When Removing assignments with the same start date and stop date in the future from the Course Section Assignments page, you should re-assign those courses on either the Request Assignments page (linked to the request), or on the Student Requests page.

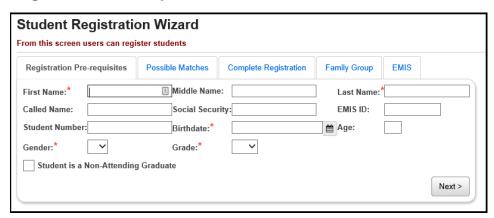
Navigation: StudentInformation – SIS – Scheduling – Requests



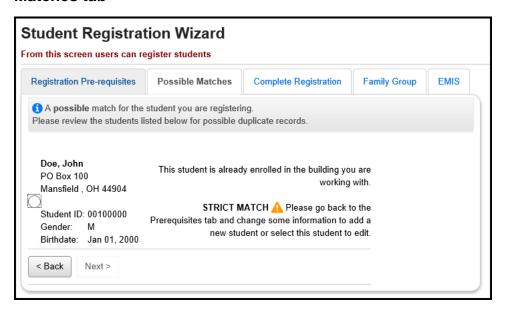
Also, if you selected to clear locker or homeroom assignments when withdrawing the student, you will need to re-assign the student's locker and homeroom. See the Assigning Lockers to Students Procedural Checklist and the Assigning Homerooms to Students Procedural Checklist for more details.

If the student actually withdrew, and then came back at a later date, you would need to re-register the student, but only fill out the required fields on the Registration Pre-requisites tab of the Registration Wizard. When StudentInformation informs you of a Strict Match on the Possible Matches tab, you could re-activate that student's information.

Navigation: StudentInformation – SIS – Registration Wizard – Registration Pre-requisites tab



Navigation: StudentInformation – SIS – Registration Wizard – Possible Matches tab

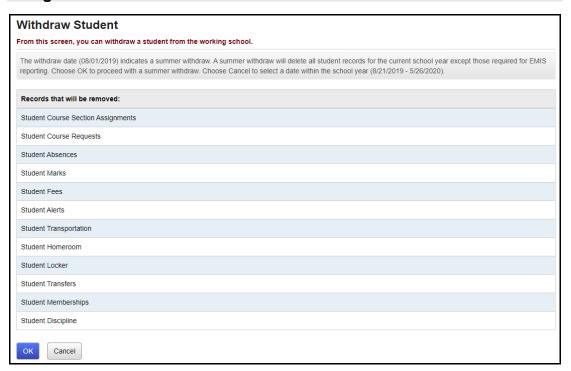




NOTE ON EXPELLING STUDENTS: If a student is expelled and is not receiving instructional services, then the student should be withdrawn with code '48'. If the student returns, re-admit the student through the Student Registration Wizard screen. If the student does not return after the expulsion period is over, then the withdrawal reason would stay as code '48'. If a student is expelled, but is receiving instructional services, do not withdraw the student, simply report the discipline.

Withdrawing Students Between School Years (optional) – If you withdraw a student as a summer withdrawal (after the end of one school year, and before the start of the next school year), you should change context to the new school year, then withdraw using a date before the start of the school year, but after the student's enrollment date (such as 8/1/22). You will see a warning message that requires you to confirm the summer withdrawal.

Navigation: StudentInformation - SIS - Student - Withdraw Student



WITH Report (optional) – Prints a list of students withdrawn between specific dates.
Navigation: StudentInformation – SIS – School – Student Reports – Withdrawal List
AWEX Report (optional) – Prints a list of students admitted and or withdrawn between specific dates.
Navigation: StudentInformation – SIS – School – Student Reports – Admission/Withdrawal