Withdrawing Students Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
10/12/18	Entire document	Updates
10/21/16	Re-enroll Accidentally Withdrawn Students	16.0.0 Updates – update section

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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 End User Documentation** 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

Withdraw Codes Maintenance

From this screen, you can display, add, change and delete data pertaining to withdraw codes.

Add Withdraw Code

		Code	EMIS Code	Name ▲	Description	Active
🗑	✏	99	99	Completed HS Grad require./course requir. & passed	Completed crse requ; passed assessments	🟢
🗑	✏	52	52	Death	Death	🟢
🗑	✏	48	48	Expelled	Expelled	🟢
🗑	✏	74	74	Moved: not known to be continuing	Moved;not known to be continuing	🟢
🗑	✏	79	79	No longer eligible to be enrolled in district	Reason for Enrollment (received reason) no longer valid	🟢
🗑	✏	76	76	Non-attendance according to 105 hour rule (communi	Non-attendnace according to 105 hour rule (community schools only)	🟢
🗑	✏	39	39	Non-enrolled student no longer receiving services	Non-enrolled student no longer receiving services	🟢
🗑	✏	**	**	Not Applicable, Did not withdraw/was not truant	WITHIN THE DISTRICT TRANSFER	🟢
🗑	✏	73	73	Over 18 years of age	Over 18 years of age	🟢
🗑	✏	44	44	Pub commun schl	Pub commun schl	🟢
🗑	✏	72	72	Pursued employment/work permit - Supt. approval on	Pursued employment/work permit	🟢
🗑	✏	35	35	Res. District no longer Responsible for Student	Resident Student Withdrew from Educating Entity with a Reason Code that indicates the Resident District no longer has a Responsibility for the Student	🟢
🗑	✏	75	75	Student compl. course require./did NOT pass requ.	Student completed crse;didn't pass assessments	🟢
🗑	✏	38	38	Student promoted beyond max grade/entity	Student promoted beyond max grade/entity	🟢
🗑	✏	81	81	Student reported in error - never should have been	Student reported in error - never should have been reported	🟢
🗑	✏	45	45	Tr. by Court Order/Adj/if court ordered other pub	Court Order/adjust	🟢
🗑	✏	41	41	Tr. to another Ohio SD, local/exem vill/city, tr.	Local, exempt, city	🟢
🗑	✏	42	42	Tr. to prive school, transcript req on file, Ed Ch	Private Schl	🟢
🗑	✏	46	46	Transferred out of the United States	Out of US	🟢
🗑	✏	40	40	Transferred to another School District outside of	Out of OH	🟢
🗑	✏	43	43	Transferred to home schooling, superint. approval	Home schooling	🟢
🗑	✏	51	51	Verified Medical Reasons - Dr. authorization on fi	Verified Medical Reasons	🟢
🗑	✏	77	77	Withdrew due to 3314.26(non-tested 2 yr e-School (	Withdrew due to 3314.26(non-tested 2 yr e-School (Comm. Sch only)	🟢
🗑	✏	71	71	Withdrew due to truancy/non-attendance	Wd Truancy/non att	🟢
🗑	✏	37	37	Withdrew from Kindergarten	KG Student has withdrawn because it has been deemed to be in the best interest of the student if he/she waits one more year until starting his/her KG experience	🟢
🗑	✏	36	36	Withdrew from Preschool/PS student WD from PS prog	PS student has completed the preschool program requirements and will not be enrolled in the same district next year for preschool or KG programs	🟢
🗑	✏	47	47	Withdrew pursuant to Yoder vs. Wisconsin	Wd Yoder vs. Wisconsin	🟢

☑ Show Active Only

27 Records Displayed   Back To Top

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

Navigation: StudentInformaion – SIS – Student – Marks – Student Marks

Student Marks

From this screen, you can view a student's marks for each completed or present course.

☐ Show Completed Courses Only

Dropped Withdrawn

Marking Pattern: Full Year

Course Section	6wk1 MRK	6wk2 MRK	6wk3 MRK	6wk4 MRK	6wk5 MRK	6wk6 MRK	Fin Fin
0304 - ADV ENGLISH 10 (Section 2)							
0713 - SPAN III (Section 5)							
0824 - ENR ALG II (Section 3)							
0952 - FIRE N ICE (Section 1)							
0960 - ORCHESTRA (Section 1)							
1121 - CHEMISTRY (Section 4)							
1220 - US HISTORY (Section 1)							

See Marks End User Documentation for details

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

Student Mark Entry - ▒▒▒▒▒▒

This screen is used to perform mark entry for a student

Show Marks List   Show Display Options

Save Changes

Course Section	Mark	Value	General
0304 - ADV ENGLISH 10: Section 2	MRK1		
	MRK2		
	MRK3		
	MRK4		
	MRK5		
	MRK6		
	Fin		
0713 - SPAN III: Section 5	MRK1		
	MRK2		
	MRK3		
	MRK4		

☐ **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.

ⓘ 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:	8/20/2018
Withdraw Date:*	10/12/2018 × 🗓
Withdraw Reason:*	-- Select a Withdraw Reason -- ▾
Withdraw to District IRN:	****** - 🔍
Withdraw to District Comments:	
Student Status:*	▾
Remove Locker Assignment:	✔
Remove Homeroom Assignment:	✔

Submit Cancel

Building Withdraw

Withdraw Student

From this screen, you can withdraw a student from the working school.

ℹ 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:	8/20/2018
Withdraw Date:*	10/12/2018
Withdraw Reason:*	-- Select a Withdraw Reason --
Withdraw to School IRN:	******
Withdraw to School Comments:	
Student Status:*	
Remove Locker Assignment:	✔
Remove Homeroom Assignment:	✔

Submit   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

- ▮▮▮▮ Elementary School
  9/2/2008 - 9/2/2008
  9/3/2008 - 6/8/2009
  8/31/2009- 6/4/2010
  8/30/2010- 6/9/2011
  8/30/2011- 5/31/2012
- ▮▮▮ Elementary School
  8/28/2012- 5/30/2013
  8/28/2013- 6/6/2014
  8/25/2014- 6/4/2015
- ▮▮▮▮ School
  8/25/2015- 5/27/2016
  8/23/2016- 5/25/2017
- ▮▮ High School
  8/22/2017- 5/29/2018
  8/20/2018- 5/23/2019

☐ **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

Admission/Calendar History Details

Click on the edit and delete icons to manage the student's admission events.

School Year Type: Regular ∨

		Year	Date	Event	School	Calendar	Code
		2011 - 2012	Jul 01, 2011	District Admission	▓▓▓		
		2011 - 2012	Jul 01, 2011	Building Admission	▓▓▓ Elementary School	DFLT	FIRST SCHOOL DISTRICT ATTENDED
		2012 - 2013		Intrabuilding Progression	▓▓▓ Elementary School	DFLT	
		2013 - 2014		Intrabuilding Progression	▓▓▓ Elementary School	DFLT	
		2014 - 2015	Jul 01, 2014	Building Admission	▓▓▓ Elementary School	DFLT	
		2015 - 2016		Intrabuilding Progression	▓▓▓ Elementary School	DFLT	
		2016 - 2017	Jul 01, 2016	Building Admission	▓▓▓ School	DFLT	
		2017 - 2018		Intrabuilding Progression	▓▓▓ School	DFLT	
🗑	✏	2018 - 2019	Jul 01, 2018	Building Admission	▓▓▓ High School	DFLT	

Admission/Calendar History Details

Click on the edit and delete icons to manage the student's admission events.

School Year: 2018 - 2019
Event: Building Admission
School: ▓▓▓ High School
Admission Date:* 7/1/2018 ☒ 📅
Admission Code: ∨
Calendar:* HS Default (Default) ∨

[Save] [Cancel]

☐ **Remove Next Year Admission** (optional) – If this 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 2018-2019 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

Admission/Calendar History Details
Click on the edit and delete icons to manage the student's admission events.

School Year Type: Regular ∨

		Year	Date	Event	School	Calendar	Code
		2013 - 2014	Aug 01, 2013	District Admission			
		2013 - 2014	Aug 01, 2013	Building Admission	School	DFLT	NON PUB
		2014 - 2015		Intrabuilding Progression	School	DFLT	
		2015 - 2016	Jul 01, 2015	Building Admission	High School	DFLT	
		2016 - 2017		Intrabuilding Progression	High School	DFLT	
		2017 - 2018		Intrabuilding Progression	High School	DFLT	
		2018 - 2019		Intrabuilding Progression	High School	SENI	
🗑	✏	2018 - 2019	Oct 12, 2018	Building Withdraw	High School	SENI	Moved: not known to be continuing
		2018 - 2019	Oct 12, 2018	District Withdraw			

Admission/Calendar History Details
Click on the edit and delete icons to manage the student's admission events.

Are you sure you want to delete the following admission event?

Building Withdraw on 10/12/2018

OK   Cancel

Admission/Calendar History Details
Click on the edit and delete icons to manage the student's admission events.

The admission event was successfully deleted

School Year Type: Regular ∨

		Year	Date	Event	School	Calendar	Code
		2013 - 2014	Aug 01, 2013	District Admission			
		2013 - 2014	Aug 01, 2013	Building Admission	School	DFLT	NON PUB
		2014 - 2015		Intrabuilding Progression	School	DFLT	
		2015 - 2016	Jul 01, 2015	Building Admission	High School	DFLT	
		2016 - 2017		Intrabuilding Progression	High School	DFLT	
		2017 - 2018		Intrabuilding Progression	High School	DFLT	
🗑		2018 - 2019		Intrabuilding Progression	High School	SENI	

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 date.

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.

Student Registration Wizard

From this screen users can register students

| Registration Pre-requisites | Possible Matches | Complete Registration | Family Group | EMIS |

First Name:* [   ] Middle Name: [   ] Last Name:* [   ]

Called Name: [   ] Social Security: [   ] EMIS ID: [   ]

Student Number: [   ] Birthdate:* [   ] 📅 Age: [   ]

Gender:* [▾] Grade:* [▾]

☐ Student is a Non-Attending Graduate

[Next >]

Student Registration Wizard

From this screen users can register students

| Registration Pre-requisites | Possible Matches | Complete Registration | Family Group | EMIS |

ℹ A **possible** match for the student you are registering.
Please review the students listed below for possible duplicate records.

Doe, John
PO Box 100
Mansfield , OH 44904
○
  Student ID: 00100000
  Gender: M
  Birthdate: Jan 01, 2000

This student is already enrolled in the building you are working with.

STRICT MATCH ⚠ Please go back to the Prerequisites tab and change some information to add a new student or select this student to edit.

[< Back] [Next >]

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 8/1/18). You will see a warning message that requires you to confirm the summer withdrawal.

Navigation: StudentInformation – SIS – Student – Withdraw Student

Withdraw Student

From this screen, you can withdraw a student from the working school.

The withdraw date (08/01/2018) indicates a summer withdraw. A summer withdraw will delete all student records for the current school year except those required for EMIS reporting. Choose OK to proceed with a summer withdraw. Choose Cancel to select a date within the school year (8/20/2018 - 5/23/2019).

Records that will be removed:

Student Course Section Assignments

Student Course Requests

Student Absences

Student Marks

Student Fees

Student Alerts

Student Transportation

Student Homeroom

Student Locker

Student Transfers

Student Memberships

Student Discipline

OK   Cancel

☐ **WITH Report** (optional) **–** Prints a list of students withdrawn between specific dates.

Navigation: StudentInformation – SIS – School – Student Reports – Withdrawal List

Withdrawal List (WITH)

From this screen, you can select parameters to generate a report.

| Selection Criteria | Selection Summary | Load Settings |

Withdrawal Date Range:* 8/20/2018   × 📅 to* 10/12/2018   📅

Student Status

```
A - ACTIVE RES
AE - Active Elsewhere
D - DELETED
EG - Early Graduate
```

Grade

```
07 - 07
08 - 08
09 - 09
10 - 10
```

Withdrawal Code

```
** - Not Applicable, Did not withdraw/was
35 - Res. District no longer Responsible f
36 - Withdrew from Preschool/PS studen
37 - Withdrew from Kindergarten
```

Sorting Options

```
Student Number (ASC)          Student Name (ASC)
Student Number (DESC)
Student Name (DESC)
Grade (ASC)
```

Delivery Method: Pickup   ∨   Set As Default

Email Address: ▒▒▒▒▒▒▒▒▒▒▒▒▒▒▒

Report Format: Adobe PDF   ∨

Description: _____

Submit

☐ **AWEX Report** (optional) **–** Prints a list of students admitted and or withdrawn between specific dates.

Navigation: StudentInformation – SIS – School – Student Reports – Admission/Withdrawal

Admission/Withdrawals (AWEX)
From this screen, you can select parameters to generate a report.

| Selection Criteria | Selection Summary | Load Settings |

Selecting an Ad-Hoc Membership Group will limit the report the students associated with that membership group. All other criteria will be ignored.

Ad-Hoc Membership: -- Select an Ad-Hoc Membership -- ⌄
Public And Private ☐

If not limiting to an Ad-Hoc Membership Group, you may select as many other criteria as desired. Each selection will limit your results further.

Admission Date Range: * 8/20/2018 📅 to* 10/12/2018 📅
Date Match Method: And ⌄
Withdrawal Date Range: * 8/20/2018 📅 10/12/2018 📅

Admission Code
```
01 - FIRST SCHOOL DISTRICT ATTEND
02 - NON PUB
03 - SAME COUNTY
04 - IN OHIO
```

Withdrawal Code
```
** - Not Applicable, Did not withdraw/was
35 - Res. District no longer Responsible f
36 - Withdrew from Preschool/PS student
37 - Withdrew from Kindergarten
```

Grade
```
07 - 07
08 - 08
09 - 09
10 - 10
```

Student Status
```
A - ACTIVE RES
AE - Active Elsewhere
D - DELETED
EG - Early Graduate
```

Membership Group
```
4H - 4-H CLUB
A# - BASEBALL TRAINER
A* - BASEBALL MANAGER
AB - ALT BOYS STATE
```

Membership
```
15 - Extended Learning Time (Each Wee
15 - Guided Reading (Small Group Instru
15 - Increase Reading Time
15 - Interactive Writing
```

Special Education Services
```
215001 - Adapted Physical Education Se
215002 - Aide Services
215003 - Attendant Services
215004 - Audiological Services
```

Show Building or District Admission Date: ⦿ Building ○ District
Show Earliest or Latest Admission Date: ⦿ Earliest ○ Latest
Show Building or District Withdrawal Date: ⦿ Building ○ District

Sorting Options
```
Student Number (ASC)          Student Name (ASC)
Student Number (DESC)
Student Name (DESC)
Grade (ASC)
```

Delivery Method: Pickup ⌄   Set As Default
Email Address: ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
Report Format: Adobe PDF ⌄

Description: [   ]

Submit