



## Withdrawing Students Quick Reference

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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.*

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- ☐ **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. Click the course section to add marks for, then click the Edit icon for the appropriate reporting term, and add the student marks as needed.

**Navigation: StudentInformation – SIS – Student – Marks – Student Marks**

**See Marks End User Documentation for details**

- ☐ **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 Be sure to set the student's new Student Status to "Inactive" (or another appropriate withdrawn Student Status code), and check the boxes to clear the student's Locker and Homeroom Assignments, if desired.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**

- ☐ **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**

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

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

- ☐ **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 red "X" button on the 2007-2008 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 Delete 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 from 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.

**Navigation: StudentInformation – SIS – Student – Edit Profile – FS-Standing Tab**

Review the student's schedule. Make sure to un-check "Show Active Only". 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 delete 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 "Go" to view Dropped course section assignments. Note that on this page, you will be unable to see the dropped assignments while adding each new assignment (and the assignments will no longer be linked to requests). Don't forget to click "Save Changes" when you are finished on this screen.

**Navigation: StudentInformation – SIS – Scheduling – Course Section Assignments**

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 Student Requests & Assignments page as above (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 informed you of a Strict Match on the Possible Matches tab, you could re-activate that student's information.

**Navigation: StudentInformation – SIS – Registration Wizard**

**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 8/1/07). You will see a warning message that requires you to confirm the summer withdrawal.

**Navigation: StudentInformation – SIS – Student – Withdraw Student**

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

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

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

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