

**2024-2025**

**BAC REMOVAL  
ESCHOOL ENTRY/WITHDRAWAL  
SCREEN**

## BAC REMOVAL ENTRY/WITHDRAWAL SCREEN PROCEDURES

- I. Students transferring within the district to a DAEP for disciplinary assignments will need to be withdrawn and entered on the eSchool Entry/Withdrawal screen. All Entry/Withdrawals will be handled by the sending campus.
- II. **DO NOT begin this BAC withdrawal process until BAC personnel contacts the sending campus that student has reported for their first official school day at BAC.**
- III. BAC personnel will notify sending campus of students' first day reporting to BAC. At this time BAC will notify sending campus to drop their schedule. Sending campus will then begin with entering withdrawal on entry/withdrawal screen.
- IV. The sending campus will withdraw the student with Code WAA and date student physically reports to BAC with comments notation of "**BAC Removal**". The Withdrawal date is the "Date to begin at Home Campus" noted on the BAC Transition Form. Student schedule is dropped.
- V. The sending campus will open a new vector to enter the student at BAC with the same date student was withdrawn. The **Calendar must be changed to 2**.
- VI. Upon completing assigned BAC days, the sending campus will withdraw the student with Code WAA the day after the students' last day at BAC. Comments notation of "**BAC Return**".
- VII. The sending campus will open a new vector to re-enroll the student using the same date as the BAC withdrawal date. **Change the calendar back to 0**. On entry date schedule must be activated and attendance starts by sending campus immediately after BAC release date (there should be no gap in attendance dates).
- VIII. Sending campuses and BAC make sure Disciplinary action entry in eSchool corresponds with entry/withdrawal screen dates.
- IX. Any special cases, please contact the PEIMS Department for assistance at ext. 8284

## STEP 1 THROUGH STEP 2 – STUDENT LEAVING TO BAC

### 1. ENTRY/WITHDRAWAL SCREEN PROCEDURES (Withdrawal to BAC)

DO NOT begin this BAC withdrawal process until BAC personnel contacts sending campus that student has reported for their first official school day at BAC.

The screenshot shows a web form for student entry/withdrawal. At the top are buttons for 'Save', 'Search', 'Return', 'New', and 'Delete'. The form fields are as follows:

- School Year\*: 2019 - 2018-19
- Building\*: 9
- Track\*: N/A
- Calendar\*: 0
- Grade\*: 12
- Entry Type: C - Current Year
- Entry Code\*: EO
- Entry Date\*: 8/20/2018
- Withdrawal Code\*: WAA
- Withdrawal Date\*: 10/2/2018
- Comments: BAC Removal
- Schedule:  Drop Schedule,  Preserve Schedule for Re-Entry,  Keep Schedule Active

Red boxes highlight the 'Withdrawal Code' field, the 'Withdrawal Date' field, the 'BAC Removal' comment, and the 'Drop Schedule' radio button. Blue arrows point from these fields to callout boxes on the right.

Use "Date to begin at Home Campus" noted on the BAC Transition Form.

Insert removal comment

Click on "Drop Schedule" and SAVE

The screenshot shows a warning message dialog box overlaid on the form. The dialog box has a yellow warning icon and the following text:

Warning Message -- Webpage Dialog

WARNING: This student has attendance for date(s) after the Withdrawal Date you have entered.

An 'OK' button is highlighted with a red box. A blue arrow points from this button to a callout box on the right.

Click "OK" . (If this screen appears)

Save Search Return New Delete

School Year:\* 2019 - 2018-19

Warning Message -- Webpage Dialog

Changing Entry/Withdrawal records may make existing Scheduling or Attendance data for this student invalid. Do you wish to continue?

Yes No

Withdrawal Code: WAA

Withdrawal Date: 8/20/2018

Comments: BAC Removal

Click "YES" .  
Then SAVE.

2. Enter a NEW vector with date student physically reports to BAC (Entry to BAC). Use same date for sending campus withdrawal date and new vector entry date.

Save Search Return New Delete

School Year:\* 2019 - 2018-19

Building:\* 54

Track:\* N/A

Calendar:\* 2

Grade:\* 08

Entry Type: C - Current Year

Entry Code:\* EO

Entry Date:\* 10/2/2018

Withdrawal Code:

Withdrawal Date:

Comments:

Calendar 2

Same date as  
withdrawal date

Search List Delete Withdrawal Form



New

| School Year | Building                    | Calendar | Grade | Entry                  |           | Withdrawal             |           | Delete                   |
|-------------|-----------------------------|----------|-------|------------------------|-----------|------------------------|-----------|--------------------------|
|             |                             |          |       | Code                   | Date      | Code                   | Date      |                          |
| 2019        | 54 - Stillman Middle School | 2        | 08    | EO - Within State Orig | 10/2/2018 |                        |           | <input type="checkbox"/> |
| 2019        | 54 - Stillman Middle School | 0        | 08    | EO - Within State Orig | 8/20/2018 | WAA - Move Within Dist | 10/2/2018 | <input type="checkbox"/> |
| BAC Removal |                             |          |       |                        |           |                        |           |                          |

## STEP 3 THROUGH STEP 4 – STUDENT RETURNING FROM BAC

### 3. BAC Return (Withdrawal)

Must not be started until Transition Form is received from BAC.

School Year:\* 2019 - 2018-19

Building:\* 54

Track:\* N/A

Calendar:\* 2

Grade:\* 08

Entry Type: C - Current Year

Entry Code:\* EO

Entry Date:\* 10/2/2018

Withdrawal Code: WAA

Withdrawal Date: 10/19/2018

Comments: BAC Return

Use "Date to begin at Home Campus" noted on the BAC Transition Form.

Insert "Return" comment

| School Year          | Building                    | Calendar | Grade | Entry                  |           | Withdrawal             |            | Delete                   |
|----------------------|-----------------------------|----------|-------|------------------------|-----------|------------------------|------------|--------------------------|
|                      |                             |          |       | Code                   | Date      | Code                   | Date       |                          |
| <a href="#">2019</a> | 54 - Stillman Middle School | 2        | 08    | EO - Within State Orig | 10/2/2018 | WAA - Move Within Dist | 10/19/2018 | <input type="checkbox"/> |
|                      | BAC Return                  |          |       |                        |           |                        |            |                          |
| <a href="#">2019</a> | 54 - Stillman Middle School | 0        | 08    | EO - Within State Orig | 8/20/2018 | WAA - Move Within Dist | 10/2/2018  | <input type="checkbox"/> |
|                      | BAC Removal                 |          |       |                        |           |                        |            |                          |

4. Open a NEW vector to re-enter to sending campus. Use same day student is withdrawn from BAC. Change the Calendar back to "0".

School Year:\* 2019  
 Building:\* 54  
 Track:\* N/A  
 Calendar:\* 0  
 Grade:\* 08  
 Entry Type: C - Current Year  
 Entry Code:\* EO  
 Entry Date:\* 10/19/2018  
 Withdrawal Code:  
 Withdrawal Date:  
 Comments:

Calendar 0

Use "Date to begin at Home Campus" noted on the BAC Transition Form.

Search List Delete Withdrawal Form



New

| School Year | Building                                   | Calendar | Grade | Entry                  |            | Withdrawal             |            | Delete                   |
|-------------|--|----------|-------|------------------------|------------|------------------------|------------|--------------------------|
|             |  |          |       | Code                   | Date       | Code                   | Date       |                          |
| 2019        | 54 - Stillman Middle School                | 0        | 08    | EO - Within State Orig | 10/19/2018 |                        |            | <input type="checkbox"/> |
| 2019        | 54 - Stillman Middle School<br>BAC Return  | 2        | 08    | EO - Within State Orig | 10/2/2018  | WAA - Move Within Dist | 10/19/2018 | <input type="checkbox"/> |
| 2019        | 54 - Stillman Middle School<br>BAC Removal | 0        | 08    | EO - Within State Orig | 8/20/2018  | WAA - Move Within Dist | 10/2/2018  | <input type="checkbox"/> |

5. Complete withdrawal and entry screen for BAC Removal and Re-entry to sending campus

Search List Delete Withdrawal Form



New

| School Year | Building                                   | Calendar | Grade | Entry                  |            | Withdrawal             |            | Delete                   |
|-------------|--|----------|-------|------------------------|------------|------------------------|------------|--------------------------|
|             |  |          |       | Code                   | Date       | Code                   | Date       |                          |
| 2019        | 54 - Stillman Middle School                | 0        | 08    | EO - Within State Orig | 10/19/2018 |                        |            | <input type="checkbox"/> |
| 2019        | 54 - Stillman Middle School<br>BAC Return  | 2        | 08    | EO - Within State Orig | 10/2/2018  | WAA - Move Within Dist | 10/19/2018 | <input type="checkbox"/> |
| 2019        | 54 - Stillman Middle School<br>BAC Removal | 0        | 08    | EO - Within State Orig | 8/20/2018  | WAA - Move Within Dist | 10/2/2018  | <input type="checkbox"/> |

# SAMPLE SCENARIOS

**SAMPLE I.** Student with pending days at BAC from prior school year

New

| School Year          | Building                    | Calendar | Grade | Entry                  |           | Withdrawal             |           | Delete                   |
|----------------------|-----------------------------|----------|-------|------------------------|-----------|------------------------|-----------|--------------------------|
|                      |                             |          |       | Code                   | Date      | Code                   | Date      |                          |
| <a href="#">2019</a> | 45 - Oliveira Middle School | 0        | 08    | EO - Within State Orig | 9/13/2018 |                        |           | <input type="checkbox"/> |
| <a href="#">2019</a> | 45 - Oliveira Middle School | 2        | 08    | EO - Within State Orig | 8/20/2018 | WAA - Move Within Dist | 9/13/2018 | <input type="checkbox"/> |
|                      | BAC Pending prior year      |          |       |                        |           |                        |           |                          |

Comment notation

**SAMPLE II.** Student completes days at BAC and enrolls at another campus that is not sending campus.

New

| School Year          | Building                    | Calendar | Grade | Entry                  |            | Withdrawal             |            | Delete                   |
|----------------------|-----------------------------|----------|-------|------------------------|------------|------------------------|------------|--------------------------|
|                      |                             |          |       | Code                   | Date       | Code                   | Date       |                          |
| <a href="#">2019</a> | 56 - BLA Middle School      | 0        | 08    | EO - Within State Orig | 10/10/2018 |                        |            | <input type="checkbox"/> |
| <a href="#">2019</a> | 45 - Oliveira Middle School | 0        | 08    | EO - Within State Orig | 9/20/2018  | WAA - Move Within Dist | 10/10/2018 | <input type="checkbox"/> |
| <a href="#">2019</a> | 45 - Oliveira Middle School | 2        | 08    | EO - Within State Orig | 8/20/2018  | WAA - Move Within Dist | 9/20/2018  | <input type="checkbox"/> |
|                      | BAC Pending Prior Year      |          |       |                        |            |                        |            |                          |

Comment notation

Withdrawal documents needed to report to other district campus.