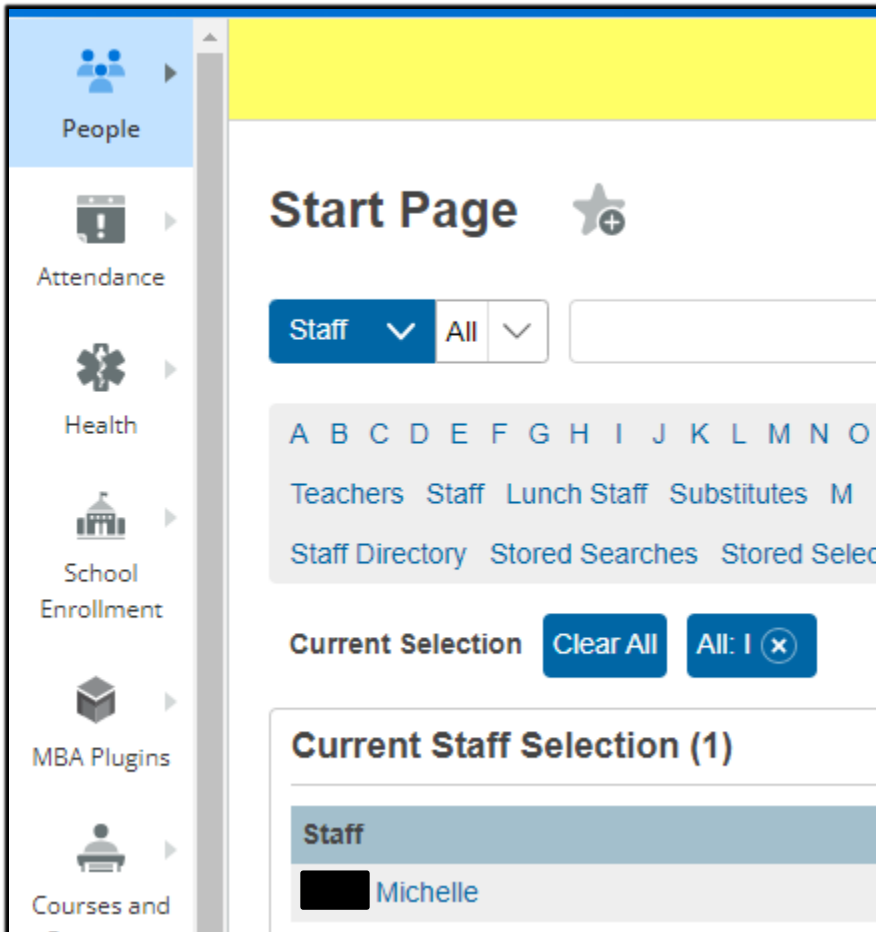


Dropping student course via Teacher's Class Roster

There are at least two ways to drop a student's scheduled course. One is using the Modify Scheduling screen and the other is using the Teacher's Class Roster. ***Using the Teacher Roster is the preferred method, it prevents creating orphaned attendance records.***

Teacher Class Roster

- Go to the People Icon
- Select Staff
- Search for the teacher
- Click on teachers name



From the teachers Current Schedule screen, find the course, then click on the Enrollment number.

Current Schedule

Display today's sections PowerTeacher Pro **New**

<input type="checkbox"/>	Expression	Term	Course #	Course	Sec #	Room	Enrollment	Take Attendance	Multi-Day Attendance	Seating Chart	Lock
<input type="checkbox"/>	1(A)	23-24	M36011	Science 6	1	202	28				
<input type="checkbox"/>	2(A)	23-24	M28011	Math 8 S1	4	202	31				
<input type="checkbox"/>	4(A)	23-24	M28011	Math 8 S1	5	202	32				
<input type="checkbox"/>	5(A)	23-24	M36011	Science 6	3	202	16				
<input type="checkbox"/>	6(A)	23-24	M36011	Science 6	2	202	33				

Make all students listed above the current selection

Unlock Selected Sections

Remove checkmark from all student and place on just the student (s) you are dropping.

Filter Results By:

Active Dropped Pre-Registered

Gender: All

Grade Level: All

Results

Select All

<input type="checkbox"/>	Name	Gender	Grade Level	Entered	Exited	Status
<input type="checkbox"/>	Richard	M	8	09/05/2023	06/13/2024	Active
<input checked="" type="checkbox"/>	Jeen	F	8	09/05/2023	06/13/2024	Active
<input type="checkbox"/>	Gianna	F	8	09/05/2023	06/13/2024	Active
<input type="checkbox"/>	Dakodah Starr	F	8	09/05/2023	06/13/2024	Active

Scroll to the bottom of the screen under Use Checked Student to: click on Drop from this Class button.

Use checked students to:

Modify Current Student Selection: [Make Current Student Selection](#) [Add to Current Student Selection](#)

Make Current Student Selection and Modify Class Registrations: [Register into Different Class ▶](#) [Drop from this Class ▶](#)

Set the date to the day after the last day the student attended the class, place a checkmark in Clear Attendance on and after Exit Date. **This will remove any future attendance records and eliminate orphaned attendance records.**

Drop Students Preview for M28011.4 Math 8 S1

Exit Date: 02/20/2024 [Edit Date](#)

Clear Attendance on and after Exit Date

Note about exit dates: The exit date is always the day AFTER the last day the student was in class. If the student's last day in class was 02/19/2024, then the exit date is 02/20/2024. This applies even if 02/19/2024 was the last day of the term, and even if school is not in session on 02/20/2024.

1 Student

Number	Name	Action
45700518	Belino, Samantha Jeen	Drop on 02/20/2024

[◀ Back](#) [Drop Students](#) [Drop Students and Reschedule](#)

You will receive a message: Your changes have been saved. You have successfully dropped the class.

[< Current Schedule](#)

Class Roster: Exp. 2(A) Math 8 S1

Teacher: Irwin, Michelle Course.Section: M28011.4

✓ Your changes have been saved.