

Student Withdrawing at the end of the School Year (18-19) and Not Returning Next School Year (19-20)

Make sure to:

- Make note on the Demographics screen.
- Print the Withdrawal Checklist.
- Have Teacher enter final grades.
- Withdraw student (enter the proper drop date and drop code).
- Projected enrollment gets deleted with the overnight process.
- Send the withdrawal checklist to records department as loose paperwork.

Elementary

- If a student was enrolled in school up until the last day (5/30/19), then the EOY report card will NOT be generated and mailed.
- If the student withdrew *prior* to the last day of school (5/30/19), then the EOY report card will NOT be generated and mailed. You will need to have the Teacher enter the final grades, make note on the demographics screen, withdraw the student with the proper drop date and code and print the final report card.
- If the drop date is prior to the last day of school (5/30/19), the grade promotion should not equal blank/PROMOTED.
- All 18-19 report cards will be uploaded to DocVault in September 2019 regardless of enrollment status.

Middle and High

- If a student was enrolled in school up until the last day (5/30/19), EOC grades (if applicable) will be imported, grades WILL be calculated when we run district processes and the EOY report card will NOT be generated and mailed.
- If the student withdrew *prior* to the last day of school (5/30/19), EOC grades (if applicable) will be imported, grades will NOT be calculated when we run district processes, and the EOY report card will NOT be generated and mailed.
- All 18-19 report cards will be uploaded to DocVault in September 2019 regardless of enrollment status.

Please be reminded that:

- Final grades will display on the transcript.
- You can generate a report card for an inactive student by entering the student ID number in the student ID field in reporting services.

