

Enrollment Changes BEFORE School Starts Only

DO NOT FORGET TO SEND BEFORE AND AFTER SNIPPETS OF GRADE PROMOTION STATUS CHANGES OR DROP CODE CHANGES OF W3A, W3B, W04 or W24 TO THE FTE DEPARTMENT
(email corrections to: corrections@collierschools.com)

Student Will NOT Return for the Upcoming School Year

If a student will not attend the school for the new school year:

1. Update the previous school year's withdrawal date and code.
2. Delete the enrollment record for the upcoming school year.
3. Add a note in the Student Demographics explaining why the student is not returning and where they will be attending school.

School-to-School Transfers Before School Starts

If a student changes schools before the first day of school:

1. Contact projected school and request that they withdraw the student using the first day of school as the withdrawal date.

Note: After you enroll the student at your school, this enrollment record can be deleted.

2. Create a new enrollment record for your school.

IMPORTANT: Future enrollment records should only be deleted before the start of the school year and only if the student has not attended school during the new school year. Once school has started, follow standard withdrawal and transfer procedures.

Retained Student → Summer School → Passes → Feeder School Next Grade Level

1. Update the previous school year's promotion status and withdrawal code.
2. Delete the upcoming school year's enrollment record.
3. Create a new enrollment record for the Feeder School using the promoted grade level.

Retained Student → Summer School → Passes → Remains at the Same School

1. Update the previous year's grade promotion status.
2. Update the grade level on the upcoming school year's enrollment record.

Retained Student → Summer School → Does NOT Pass

1. Student remains in retained grade.
2. Confirm the upcoming enrollment record reflects the retained grade level.

Retained Student → Does Not Attend Summer School

1. Student remains in retained grade.
2. Confirm the upcoming enrollment record reflects the retained grade level.