

Student Info: Withdrawal

The Withdrawal process is used to end a student's enrollment at a school and record the reason for the student's departure. Accurate withdrawal information is critical for attendance reporting, student accountability, state reporting, and ensuring students can be properly enrolled at another school when applicable.

Withdrawal Guidelines and Important Considerations

Before withdrawing a student, review the following guidelines to ensure accurate enrollment, attendance, scheduling, and state reporting data.

When withdrawing a student:

1. Drop the schedule before withdrawing the student.
2. Use the correct withdrawal date.
 - The Drop Date should be the student's last day of attendance at your school.
 - The Drop Date and Enrollment Date should not be the same.
 - The Drop Date should be an actual school day.
 - The Drop Date should coincide with the student's schedule drop date.
3. Use the appropriate withdrawal code based on the reason for withdrawal.
4. Enter a note on the Student Demographics screen.
 - This is not needed for internal transfers.
5. Print the Withdraw Checklist and complete any required school procedures.
 - This is not needed for internal transfers.

Dropping a Student's Schedule

Before withdrawing a student, all active courses on the student's schedule must be dropped. Navigate to the student's schedule to enter the drop date for all active courses.

From the Student Demographics screen:

1. Navigate to the student's schedule.
2. Enter the appropriate drop date for each active course.
3. Click Save.

For detailed instructions on dropping courses, refer to the Basic Scheduling Guide.

Note: If you forget to drop the schedule and the student returns to your school – even months later – the student's previous schedule may automatically re-activate. This can result in incorrect course enrollments and may require additional corrections.

Withdrawing a Student

When withdrawing a student, the Drop Date should be the student's last day of attendance and must be different from the Enrollment Date. The only exception is when using a DNE (Did Not Enter) drop code, in which case the Drop Date should be the same as the Enrollment Date.

Student Info: Withdrawal

From the Student Demographics screen:

1. Click the Enrollment link at the top of the page, OR the Enrollment category on the left sidebar.
2. Locate the appropriate enrollment record.
3. Enter the Drop Date and select the Drop Code.
4. The fields turn yellow to indicate changes have been made.
5. Click Save.

Entering a Note on the Student Demographics

A withdrawal note should be entered on the Student Demographics screen to document information related to the student's withdrawal.

Include the relevant information, such as:

- Reason for withdrawal
- Destination school, if known
- Parent or guardian communication related to the withdrawal
- Any other pertinent details related to the withdrawal

Printing a Student Withdrawal Checklist

After a student has been withdrawn, print the Student Withdrawal Checklist to document the withdrawal and complete any required school procedures. The completed checklist should be sent to the Imaging Department as loose paperwork to be imaged into DocVault.

From the Student Demographics screen:

1. Click the Print a Form/Letter drop-down menu in the upper right portion of the screen.
2. Select the Student Withdrawal Checklist.
3. Review the checklist in the FOCUS PDF preview window.
4. Select Send to Student Log to document that the letter was generated.
5. Select the Print icon to print the Student Withdrawal Checklist.
6. Click Done to close the preview window and return to the Student Demographics screen.

Verify Student Withdrawal

After completing the withdrawal process, verify that all required steps have been completed correctly.

Enrollment & Course Updates

- All active courses were dropped using the correct withdrawal date.
- The student's enrollment record includes the correct Drop Date.
- The appropriate Drop Code was selected.

Student Info: Withdrawal

- The enrollment drop date matches the official schedule drop date.
- The enrollment record was saved successfully.

Student Record Validation

- The student no longer appears as an active student at the school.
- A note was entered on the Student Demographics screen, if required.

Documentation & Compliance

- The Student Withdrawal Checklist was printed, if required.
- The Withdrawal Checklist has been sent as loose paperwork for imaging into DocVault, if applicable.
- Any school-specific withdrawal procedures have been completed.