

SISK12: Withdraw a Student

School Information Systems, Inc. Proprietary and Confidential

Path: Click **View/Maintain** → **Student** → **Site Enrollment and Withdrawal**


Overview


A student record is considered active until the student no longer attends school at the site. Then the student is withdrawn from the site. Withdrawing the student, rather than deleting the student, preserves the student's record, including their attendance.

When a student record is withdrawn, it is not deleted. Instead, a **Withdrawn Date** and the reason for the withdrawal, **Withdrawal Code**, are added to the student's enrollment transaction in the same row.

Withdraw When? The withdrawal date should be the first full day the student is not in attendance. Any absences marked after this date will be ignored by SISK12.




Withdrawal Code The withdrawal code is defined as the reason for the student's withdrawal from the site. Withdrawal codes are maintained in a district-wide table. Go to **Management** → **District Level** → **District Code Table** → **Withdrawal Codes** or access the table from the **Actions** menu in the **Withdrawal** screen.

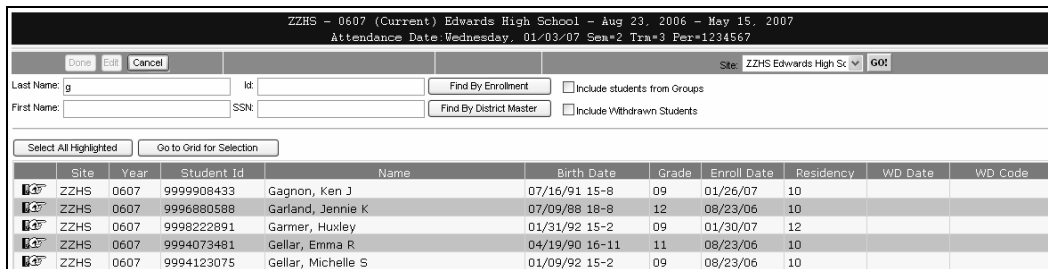
Delete Enrollment Record Do not use the trash can  icon to withdraw a student. This icon should be used to "no show" students who have no attendance recorded.

Edit Enrollment Record Use the edit  icon to make changes in the enrollment transaction. For example, you need to correct an erroneous enrollment date. Do not use it to withdraw a student.

When a student record is withdrawn, the locker assignment may be removed so the locker will be made available.

Withdraw a Student

1. On the **Search Students** screen, type in all or part of the search criteria and click the  button to search your site or  to search the entire district.
2. If more than one student displays, select the student by clicking the hand  icon in the appropriate row.








ZZHS - 0607 (Current) Edwards High School - Aug 23, 2006 - May 15, 2007
Attendance Date: Wednesday, 01/03/07 Sem=2 Tra=3 Per=1234567

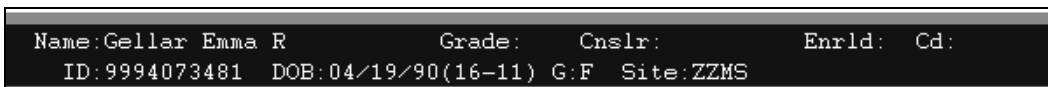
Done Edit Cancel Site: ZZHS Edwards High Sc GO!

Last Name: g ID: Find By Enrollment Include students from Groups
First Name: SSN: Find By District Master Include Withdrawn Students


Select All Highlighted Go to Grid for Selection

	Site	Year	Student Id	Name	Birth Date	Grade	Enroll Date	Residency	WD Date	WD Code
	ZZHS	0607	9999908433	Gagnon, Ken J	07/16/91 15-8	09	01/26/07	10		
	ZZHS	0607	9996880588	Garland, Jennie K	07/09/88 18-8	12	08/23/06	10		
	ZZHS	0607	9998222891	Garmer, Huxley	01/31/92 15-2	09	01/30/07	12		
	ZZHS	0607	9994073481	Gellar, Emma R	04/19/90 16-11	11	08/23/06	10		
	ZZHS	0607	9994123075	Gellar, Michelle S	01/09/92 15-2	09	08/23/06	10		

3. The **Enrollment and Withdrawal** screen displays. Check the student header data to verify this is the student to be withdrawn.





Name: Gellar Emma R	Grade: Cnslr:	Enrld: Cd:
ID: 9994073481	DOB: 04/19/90 (16-11) G: F	Site: ZZMS

- Each row on this screen represents an enrollment record. Click the withdraw  icon in the appropriate row.


Name: Gellar, Emma R Grade: Cnslr: Enrld: Cd:										
ID: 9994073481 DOB: 04/19/90(16-11) G: F Site: ZZHS										
Done	Edit	Cancel				Actions	Site: ZZHS Edwards High Sc	Year: 0607 Aug	GO!	
New Enrollment/RE-Instate		Dual (Keep other site also Active)			Enrollment Status Change					
In-District Transfer (Withdraw from other site)		Temporary Transfer (Put other site on hold)			Enrollment Correction					
Site	Year	Status	Primary	Enrollment Date	WD Date	WD Reason	Grade	FTE	Residency	
ZZHS	0607	Active		08/23/06			11	1.000	Resident-1 Edwards County	

- The **Enroll/Withdraw Student – Detail** screen displays. This is the student’s enrollment record.

SAMPLE ENROLL / WITHDRAW STUDENT - DETAIL									
Name: Gellar, Emma R Grade: 11 Cnslr: Enrld: 08/23/06 Cd: 10									
ID: 9994073481 DOB: 04/19/90(17-04) G: F Advsr:									
Done	Apply	Cancel							
ZZHS-0607 Edwards High School - Aug 23,2006 - May 16,2007									
Status: Verified Primary Temporary Confinement: <input type="checkbox"/>									
Residency: 10 - Resident-1 Edwards County Last Update: 10/15/04 / CONDAT									
Enrollment Date: 8/23/2006		Reason: T100 - Tran In (UNK)							
Withdraw Date: 8/27/2007		Withdraw Reason: <input type="text"/>							
Transfer To: <input type="text"/>		Select In-District		Select External-District		Clear			
Comment: <input type="text"/>									
Grade: 11 - 11th Grade		FTE: 1.000		Enrollment Category: <input type="text"/>					
Program: <input type="text"/>		Team: <input type="text"/>		Elementary Aptitude: <input type="text"/>					
Homeroom Teacher will be auto-assigned if using HomeRoom Subjects									
Homeroom Teacher: Vonk, Hans		Select		Clear					
Counselor: <input type="text"/>		Select		Clear					
Advisor: <input type="text"/>		Select		Clear					
State-Reporting Override Fields(if blank, your District and Site will be used):									
Resident of: <input type="text"/>		Select		Clear					
Attending: <input type="text"/>		Select		Clear					
Reported by: <input type="text"/>		Select		Clear					

- Type in a **Withdraw Date** or click the calendar icon to select the date.
- Select the **Withdraw Reason** from the drop-down list.
- Click the appropriate button for an in-district transfer or an out-of-district transfer. The **Select Internal/External District School** screen displays.
- Click the expand  icon next to the appropriate district. Click the select  icon next to the appropriate school.
 - To add a district that is not listed, click the **Add** button. The **Select External District School** screen displays. Type the **District Name** (required). You may also enter the district’s 2-digit **SIS Code**, 6-digit **State Code**, and **URL**. Click **Done** to save and exit.

District Name:	<input type="text"/>
SIS Code:	<input type="text"/>
State Code:	<input type="text"/>
URL:	<input type="text"/>

- To add a school that is not listed within a district, click the add  icon. The **Select External District School** detail screen displays.

Site Name:	<input type="text"/>	*
Site Type:	<input type="text"/>	*
SIS Code:	<input type="text"/>	
Contact Person:	<input type="text"/>	<input type="button" value="Select"/> <input type="button" value="Clear"/>
State Code:	<input type="text"/>	
State Alternate Code:	<input type="text"/>	
Fax Number:	<input type="text"/>	
URL:	<input type="text"/>	
From Grade:	<input type="text"/>	*
To Grade:	<input type="text"/>	*
Next Grade:	<input type="text"/>	
Feed to Site:	<input type="text"/>	
Program:	<input type="text"/>	
Temporary Confinement:	<input type="checkbox"/>	
Requires Application:	<input type="checkbox"/>	
Sales Tax Rate A:	<input type="text" value="0.00000"/>	
Sales Tax Rate B:	<input type="text" value="0.00000"/>	
Address :		
Line1:	<input type="text"/>	Line2: <input type="text"/>
Line3:	<input type="text"/>	
Phone1:	<input type="text"/>	Ext1: <input type="text"/>
Phone2:	<input type="text"/>	Ext2: <input type="text"/>
City:	<input type="text"/>	State: <input type="text"/>
Zip:	<input type="text"/>	

- c. Enter the required fields of **Site Name**, **Site Type**, **From Grade**, and **To Grade**. Click **Done** to save and exit.
10. Type a **Comment** if necessary.
11. Click **Done** to save and exit.
12. The student header and transaction are now displayed in red, indicating the student is withdrawn.

Withdraw No-show Students

Districts Using the Projected Enrollment Process

1. Click **View/Maintain** → **Students** → **Site Enrollment Verification** to review the remaining projected students.
2. Click **Utilities** → **Student** → **Withdraw Remaining Projected Students**.

3. Select the **Withdraw Code** from the drop-down list to be used in the Withdraw records for the no-show students.

Active Enrolled: 65	Active Projected: 4	Use Withdraw Code:	<input type="text"/>
Withdrawn: 12	Active Verified: 61	<input type="button" value="Process Withdrawals"/>	

4. Click **Process Withdrawals**. A confirmation message displays.

Update Successful: 4 Students Withdrawn

Districts Not Using the Projected Enrollment Process

1. Click **Reports** → **Attendance** → **History by Student** to run a list of no-show students.
2. Click **View/Maintain** → **Student** → **Site Enrollment and Withdrawal** to withdraw each student record as of the first day of school.