

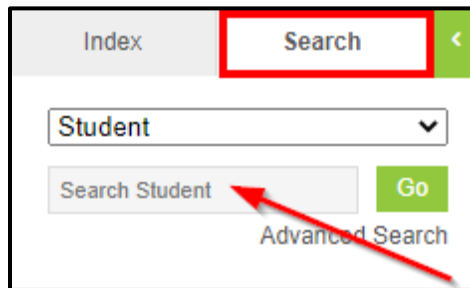
Withdrawal Tab

This 7-page guide will provide the steps necessary on how to use the Withdrawal Tab after the student has been withdrawn. If you have any questions or concerns, please log a ticket into Web Help Desk at <https://webhelpdesk.washoeschools.net/>

WITHDRAWAL TAB NAVIGATION:

Path: Index > Student > General > Withdrawal Tab

1. Search for the student you wish to withdraw in the Search bar.



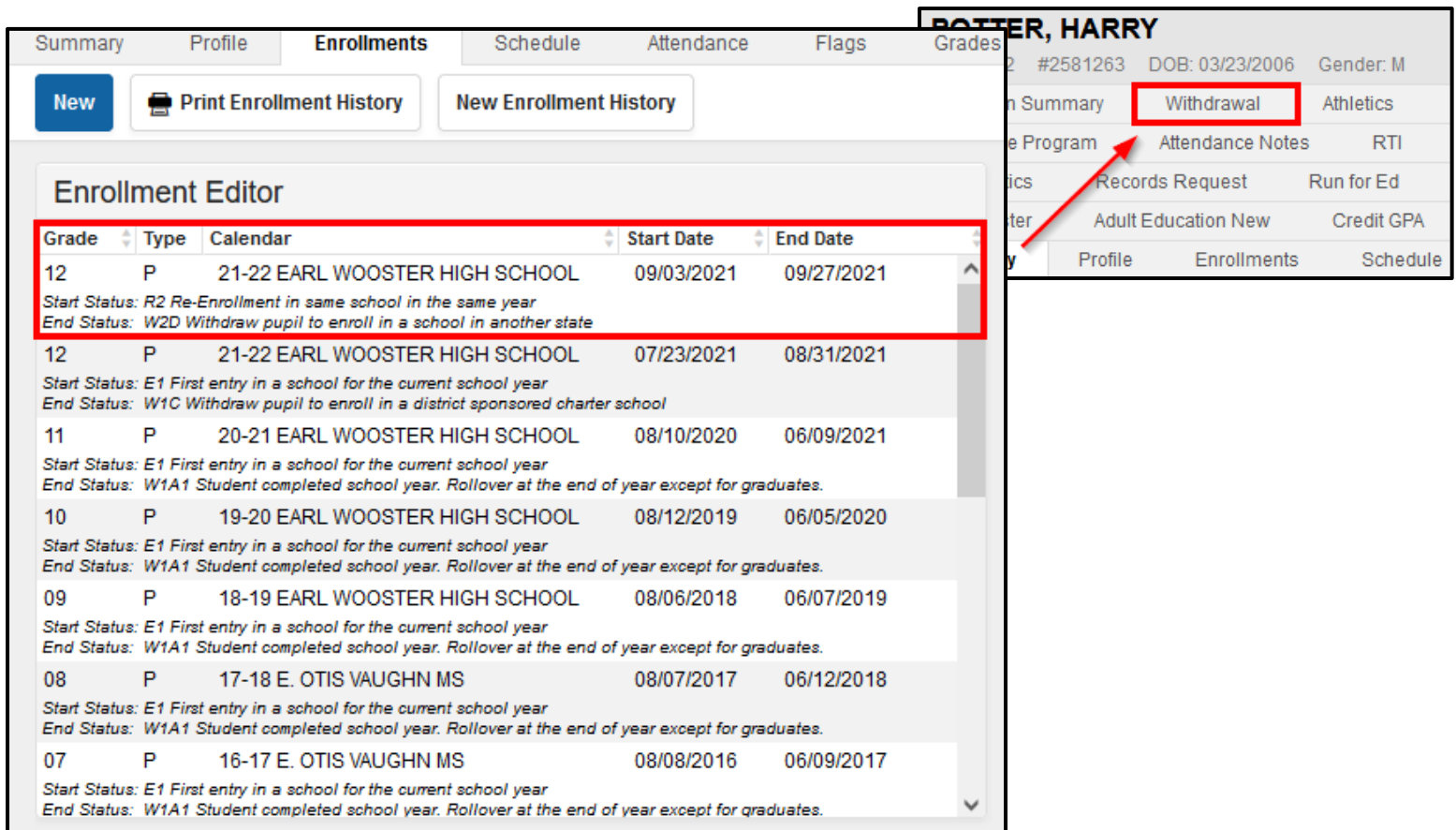
Index Search <

Student ▼

Search Student Go

Advanced Search

2. Process the withdrawal in the Enrollment tab like normal. Enter the students' effective date of withdrawal and end status. Navigate to the students' withdrawal tab after the student has been withdrawn.



Summary Profile **Enrollments** Schedule Attendance Flags Grades

New Print Enrollment History New Enrollment History

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
12	P	21-22 EARL WOOSTER HIGH SCHOOL	09/03/2021	09/27/2021
Start Status: R2 Re-Enrollment in same school in the same year End Status: W2D Withdraw pupil to enroll in a school in another state				
12	P	21-22 EARL WOOSTER HIGH SCHOOL	07/23/2021	08/31/2021
Start Status: E1 First entry in a school for the current school year End Status: W1C Withdraw pupil to enroll in a district sponsored charter school				
11	P	20-21 EARL WOOSTER HIGH SCHOOL	08/10/2020	06/09/2021
Start Status: E1 First entry in a school for the current school year End Status: W1A1 Student completed school year. Rollover at the end of year except for graduates.				
10	P	19-20 EARL WOOSTER HIGH SCHOOL	08/12/2019	06/05/2020
Start Status: E1 First entry in a school for the current school year End Status: W1A1 Student completed school year. Rollover at the end of year except for graduates.				
09	P	18-19 EARL WOOSTER HIGH SCHOOL	08/06/2018	06/07/2019
Start Status: E1 First entry in a school for the current school year End Status: W1A1 Student completed school year. Rollover at the end of year except for graduates.				
08	P	17-18 E. OTIS VAUGHN MS	08/07/2017	06/12/2018
Start Status: E1 First entry in a school for the current school year End Status: W1A1 Student completed school year. Rollover at the end of year except for graduates.				
07	P	16-17 E. OTIS VAUGHN MS	08/08/2016	06/09/2017
Start Status: E1 First entry in a school for the current school year End Status: W1A1 Student completed school year. Rollover at the end of year except for graduates.				

POTTER, HARRY

#2581263 DOB: 03/23/2006 Gender: M

Summary **Withdrawal** Athletics

Program Attendance Notes RTI

Records Request Run for Ed

Adult Education New Credit GPA

Profile Enrollments Schedule

3. From the Main screen in the Withdrawal tab, nothing will be populated. However, when you click on the 'Refresh' button on the bottom left-hand corner, withdrawal information will populate. Click on the line of withdrawal to access more information that will need to be filled in.

The screenshot shows the 'Student Withdrawal' interface. At the top, there's a header with the title 'Student Withdrawal'. Below it is a table with the following columns: Enrollment, Enrollment End Date, Enrollment End Status, End Status Description, and Name of person Requesting W/D. The table is currently empty, displaying 'No records available.' At the bottom of the screen, there are several buttons: 'Edit', 'In Progress Grades', 'Attendance', 'Refresh', and 'Delete'. A red arrow points to the 'Refresh' button. A black curved arrow points from the 'Refresh' button towards the second screenshot.

The screenshot shows the 'Student Withdrawal' interface after clicking 'Refresh'. The table is now populated with four rows of data. Each row has a checkbox in the first column. The data is as follows:

	Enrollment	Enrollment End Date	Enrollment End Status	End Status Description	Name of person Requesting W/D
<input type="checkbox"/>	21-22 SPANISH SPRINGS HS	01/03/2022	W1E	To enroll in an ed. program for adults or other diploma program within the same school district	
<input type="checkbox"/>	20-21 SPANISH SPRINGS HS	06/09/2021	W1A1	Completed school year (end of school year rollover, except for graduates)	
<input type="checkbox"/>	20-21 SPANISH SPRINGS HS	12/15/2020	W3E2	As a result of absence: 20 consecutive school days (no matter the reason)	
<input type="checkbox"/>	19-20 SPANISH SPRINGS HS	06/05/2020	W1A1	Completed school year (end of school year rollover, except for graduates)	

At the bottom of the screen, the same buttons are present: 'Edit', 'In Progress Grades', 'Attendance', 'Refresh', and 'Delete'.

ACCESSING THE WITHDRAWAL DETAIL

The withdrawal detail will appear when the line of withdrawal has been accessed. This is done by clicking on the **checkbox** next to the withdrawal you would like to make changes to and **clicking edit**, as shown on the next page.

The **current date** the withdrawal was accessed will populate, as well as the **End Status**, and **Enrollment End Date**. The following will be required fields and the form will not save if they are not filled out:

1. Name of Person/Title Requesting W/D
2. Date Withdrawal was Requested
3. Reason For Leaving
4. City
5. State
6. Cell Phone

When all required information has been filled in, **click Save**.

Student Withdrawal

	Enrollment	Enrollment End Date	Enrollment End Status	End Status Description
1 <input checked="" type="checkbox"/>	21-22 SPANISH SPRINGS HS	01/03/2022	W1E	To enroll in an ed. program for adults or other diploma program within the same school district
<input type="checkbox"/>	20-21 SPANISH SPRINGS HS	06/09/2021	W1A1	Completed school year (end of school year rollover, except for graduates)
<input type="checkbox"/>	20-21 SPANISH SPRINGS HS	12/15/2020	W3E2	As a result of absence: 20 consecutive school days (no matter the reason)
<input type="checkbox"/>	19-20 SPANISH SPRINGS HS	06/05/2020	W1A1	Completed school year (end of school year rollover, except for graduates)

Edit

2 Progress Grades

Attendance

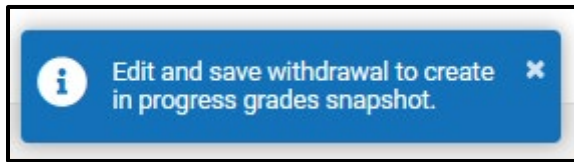
Refresh

Delete

Name of Person/Title Requesting W/D *		Current Date (this is auto-populated and cannot be changed)	
<input type="text"/>		month/day/year	
Date withdrawal was requested *		2	
<input type="text"/>		month/day/year	
End Status	Enrollment End Date		
W1E	01/03/2022		
Reason For Leaving *			
<input type="text"/>			
New School			
<input type="text"/>			
New Street Address			
<input type="text"/>			
City *	State or Country *	Zip	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Home Phone	Cell Phone *		
() - - X	() - - X		
last modified by SYSTEM ADMINISTRATOR			
<div>Save</div> <div>Cancel</div>			

IN PROGRESS GRADES BUTTON

1. Once the withdrawal detail has been finalized and saved, the In Progress Grades button will become available to access. Clicking on it beforehand will create the following message:



	Enrollment	Enrollment End Date	Enrollment End Status	End Status Description
<input checked="" type="checkbox"/>	21-22 SPANISH SPRINGS HS	01/03/2022	W1E	To enroll in an ed. program for adults or other diploma program within the same school district
<input type="checkbox"/>	20-21 SPANISH SPRINGS HS	06/09/2021	W1A1	Completed school year (end of school year rollover, except for graduates)
<input type="checkbox"/>	20-21 SPANISH SPRINGS HS	12/16/2020	W3E2	As a result of absence: 20 consecutive school days (no matter the reason)
				Completed school year

Edit
In Progress Grades
Attendance
Refresh
Delete

2. Progress Grades will be shown here if the teacher has posted grades into their gradebook. Changes can be made in this window by manually clicking on the course name. However, they will no longer pull from the gradebook. Make the desired change, if needed, in the Grade textbox and click save.

Period	Term	Course Name	Grade	Teacher
4	1	ENGLISH 1 (H)	B	CONDON, PATRICK C
5	1	BIOLOGY 1 (H)	A	WELLBORN, SAVANNA M
6	1	ALGEBRA 1 S1	A	LENZ, JAMIE
2	1	HORTICULTURE SCIENCE		SELLERS, JOE M
3	1	MYP INDIV & SOC		MILLS, DAVID C
7	1	SPANISH LITERACY 3		HERNANDEZ CHAVEZ, CAROL
8	1	LIFETIME FITNESS		SKELTON, CHARLENE M
2	2	HORTICULTURE SCIENCE		SELLERS, JOE M
3	2	MYP INDIV & SOC		MILLS, DAVID C
4	2	ENGLISH 2 (H)		CONDON, PATRICK C
5	2	BIOLOGY 2 (H)		WELLBORN, SAVANNA M

1 - 14 of 14 items

In Progress Grades Detail

Period
4

Term
1

Teacher
CONDON, PATRICK C

Course Name
ENGLISH 1 (H)

Grade
B

Save Cancel

ATTENDANCE BUTTON:

1. Once the withdrawal detail has been finalized and saved, the Attendance button will become available to view attendance data up until the date of withdrawal.

Student Withdrawal

	Enrollment	Enrollment End Date	Enrollment End Status	End Status Description
<input checked="" type="checkbox"/>	21-22 SPANISH SPRINGS HS	01/03/2022	W1E	To enroll in an ed. program for adults or other diploma program within the same school district
<input type="checkbox"/>	20-21 SPANISH SPRINGS HS	06/09/2021	W1A1	Completed school year (end of school year rollover, except for graduates)
<input type="checkbox"/>	20-21 SPANISH SPRINGS HS	12/15/2020	W3E2	As a result of absence: 20 consecutive school days (no matter the reason) Completed school year

Edit In Progress Grades Attendance Refresh Delete

Attendance Data

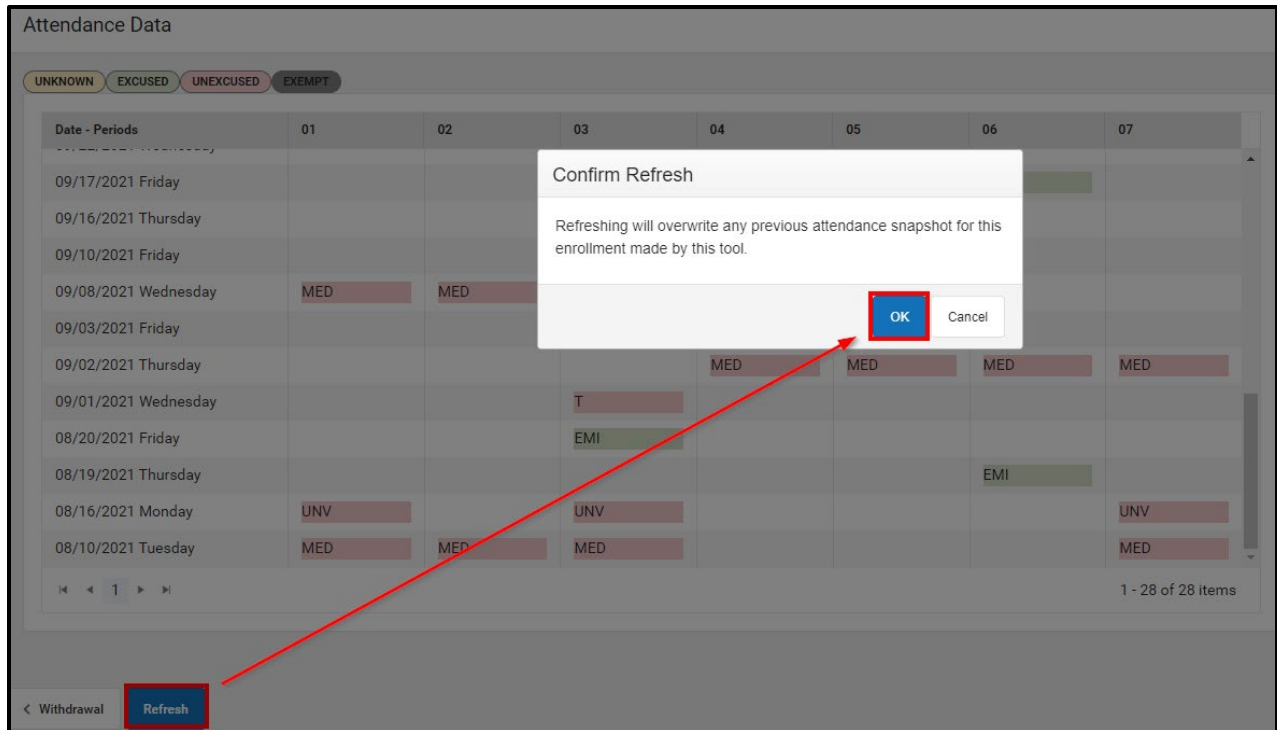
UNKNOWN EXCUSED UNEXCUSED EXEMPT

Date - Periods	01	SEMINAR	02	03	04	05	06
09/28/2021 Tuesday	CT	CT	CT	CT			
09/27/2021 Monday		DOM			DOM	DOM	DOM
09/24/2021 Friday	MED	MED	MED	MED			

ATTENDANCE REFRESH BUTTON:

If, for any reason, changes to a students' attendance in the Attendance tab needs to be made after the withdrawal has been finalized, the refresh button should be clicked. This allows any updates made to show in the Attendance section of the Withdrawal tab.

1. Click on the **Refresh** button. A warning message will appear: *Refreshing will overwrite any previous attendance snapshot for this enrollment made by this tool.*
2. Click **OK**.



DELETING A WITHDRAWAL ENTRY:

If a withdrawal entry in the Withdrawal tab needs to be deleted to start all over, select the corresponding entry.

1. Click on the **Delete** button. A warning message will appear: *The Withdrawal record will be permanently deleted. Are you sure you want to delete?*
2. Click **Delete**. The entry will be deleted.

The screenshot displays the 'Student Withdrawal' interface. A 'Confirm Delete' dialog box is open, asking for confirmation to delete a withdrawal record. The dialog contains the text: 'The Withdrawal record will be permanently deleted. Are you sure you want to delete?'. Below the dialog, a table lists withdrawal entries. The first entry is selected, and a red arrow points to the 'Delete' button in the table's action column. Another red box highlights the 'Delete' button in the bottom navigation bar.

Enrollment	Status	Description	Name of person Requesting W/D
<input checked="" type="checkbox"/> 21-22 SPANISH SPRINGS HS	W3D1	To enroll in an ed. program for adults or other non-diploma program: HSE exam	John Doe
<input type="checkbox"/> 21-22 Intersession SSHS	W1A1	Completed school year (end of school year rollover, except for graduates)	
<input type="checkbox"/> 20-21 SPANISH SPRINGS HS	W1A1	Completed school year (end of school year rollover, except for graduates)	

Buttons at the bottom: Edit, In Progress Grades, Attendance, Refresh, Delete (highlighted).