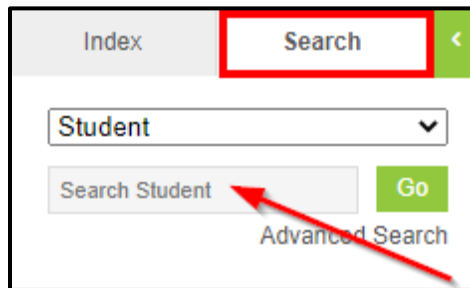# Withdrawal Tab

This 7-page guide will provide the steps necessary on how to use the Withdrawal Tab after the student has been withdrawn.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

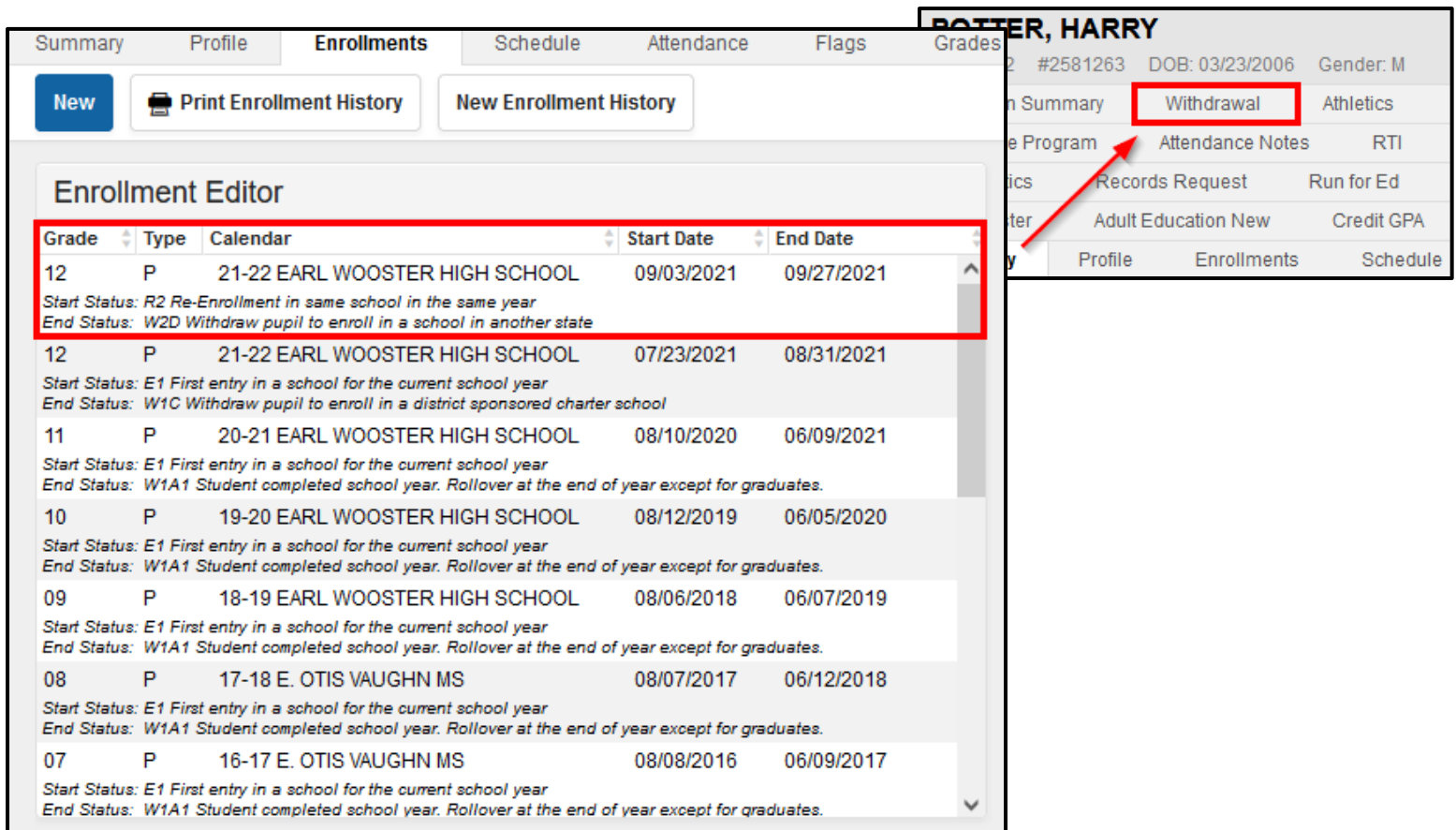1. Search for the student you wish to withdraw in the Search bar.

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 Navigate to the students' withdrawal tab after the student has been withdrawn.

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.

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

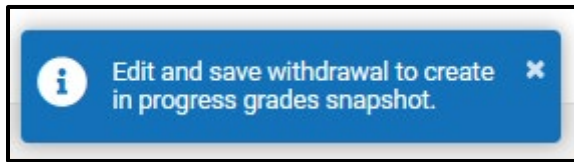|	Enrollment	Enrollment End Date	Enrollment End Status	End Status Description
1 ☑	21-22 SPANISH SPRINGS HS	01/03/2022	W1E	To enroll in an ed. program for adults or other diploma program within the same school district
☐	20-21 SPANISH SPRINGS HS	06/09/2021	W1A1	Completed school year (end of school year rollover, except for graduates)
☐	20-21 SPANISH SPRINGS HS	12/15/2020	W3E2	As a result of absence: 20 consecutive school days (no matter the reason)
☐	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 *
[   ] **1**

Current Date (this is auto-populated and cannot be changed)
[month/day/year   📅]

Date withdrawal was requested *
[month/day/year   📅] **2**

End Status
[W1E]

Enrollment End Date
[01/03/2022   📅]

Reason For Leaving *
[   ] **3**

New School
[   ]

New Street Address
[   ]

City *
[   ] **4**

State or Country *
[▼] **5**

Zip
[   ]

Home Phone
[(___)___-___x_____]

Cell Phone *
[(___)___-___x_____] **6**

last modified by SYSTEM ADMINISTRATOR

Save   Cancel

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:

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.

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
☑ ...	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
☐ ...	20-21 SPANISH SPRINGS HS	06/09/2021	W1A1	Completed school year (end of school year rollover, except for graduates)
☐ ...	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**.
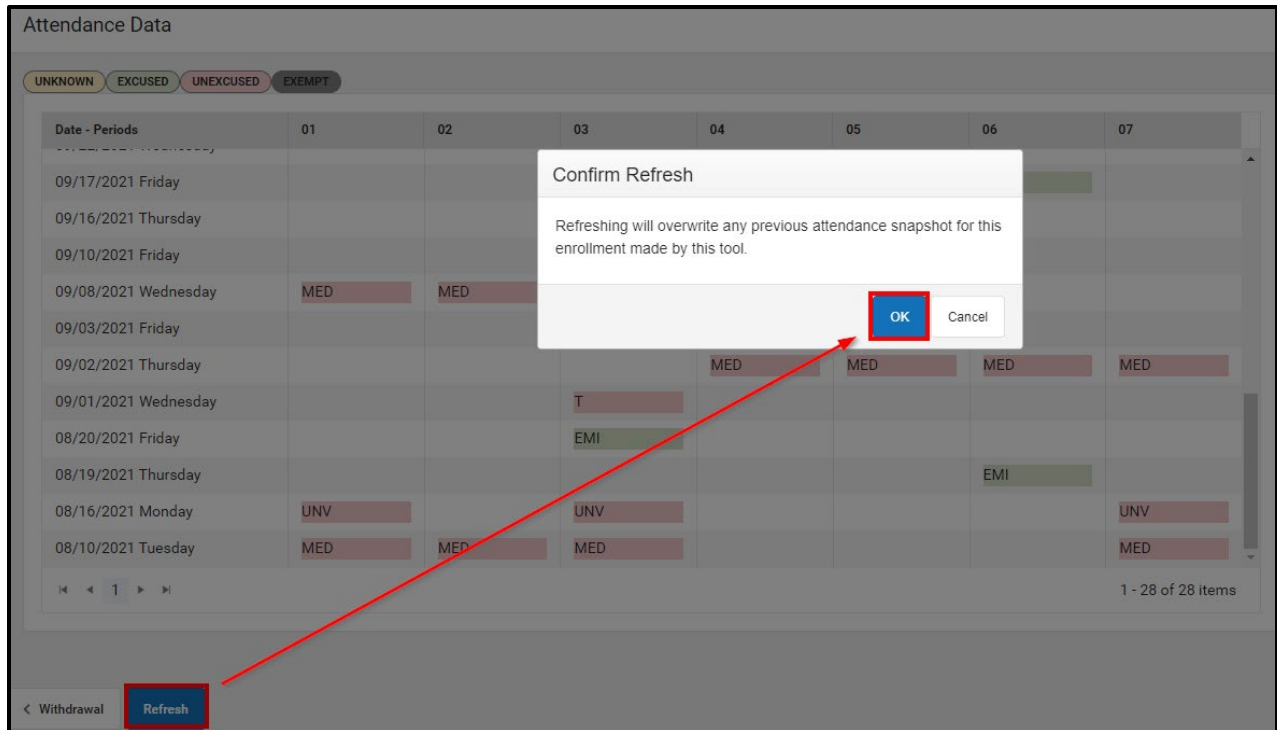
DELETING A WITHDRAWAL ENTRY:

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.