# Withdrawing Students During the School Year

### **Dropping current enrollment records:**

Before a student can be transferred out of school they must be exited from all their courses. Follow the steps below to drop a student from their current courses.

1. From the start page select the student
2. From the Schedule menu select Modify Schedule
3. Check all the course to be dropped
4. Verify the effective (drop) date
5. Click Drop All
6. Verify the date one last time
7. Click drop classes

### **To transfer a single student out of school follow the steps outlined below:**

1. On the Start Page, search for the student that needs to be transferred.
2. Once the student is selected, click on the Functions link on the left frame of the students screen menu.
3. Select Transfer Out Of School from the Functions page.
4. The Transfer Student Out screen appears.
5. Enter the Transfer Comment (in this format when at all possible: Name of school XX, State abbreviation (example: John Doe HS, VA).
6. Enter a transfer date: The transfer date should be the day AFTER the student's last day of class attendance.
7. Select an Exit Code.
8. Determine whether to check the box to maintain scheduling setup for the student (usually not necessary).
9. If student is transferring to a school within the WCS division click on the Functions link.
10. Choose Transfer To Another School
11. Select the school
12. Click Submit
**Note:** *After this process, the student will no longer appear as active in the database and will be automatically dropped from the teacher's roster.*

### **Finally, to transfer a single student to an in District school follow the steps outlined below:**

1. On the Start Page, return to the student that is now inactive after transferring them out of your school.
2. Once the student is selected, click on the Functions link again on the left frame of the students screen menu.
3. Select Transfer To Another School from the Functions page.
4. The Transfer to Another School screen appears.
5. Next to “To which school?,” Select the In District School from the drop-down list.
6. Click Submit