

Withdrawing Students Procedural Checklist

Change Log

Date	Section Number/Name	Change Description
1/24/22	Entire document	Review and Update
4/29/20	Entire document	Review and Update
10/8/19	Entire document	Review and Update

Table of Contents

Define Withdraw Codes	2
Enter Final Mark.....	3
Enter Withdraw Student Info	4
Verify Admission History Page.....	5
Edit Admission History Details	6
Remove Next Year Admission	6
Re-Enroll Accidentally Withdrawn Students.....	7
Withdrawing Students Between School Years.....	13
WITH Report.....	14
AWEX Report.....	14

Withdrawing a Student: Follow these steps to withdraw a student from a building or district. Withdrawal Codes are used to describe the reason a student is leaving school such as moving, dropout, etc. Withdrawal codes are also reported to EMIS so EMIS Codes are required when adding or editing a Withdrawal Code. Unless otherwise noted, see *Student and Registration Guide* for details.

- Define Withdraw Codes** – Before withdrawing a student, verify that appropriate Withdraw Codes have been defined. You can view inactive codes by un-checking the **Show Active Only** checkbox.

Navigation: Student Information – Management – School Administration – Student Codes Administration – Withdraw Codes

Withdraw Codes Maintenance
From this screen, you can display, add, change and delete data pertaining to withdraw codes.

[Add Withdraw Code](#)

	Code	EMIS Code	Name	Description	Active
	99	99	Completed HS Grad require./course requir. & passed	Completed crse requ: passed assessments	
	52	52	Death	Death	
	48	48	Expelled	Expelled	
	74	74	Moved: not known to be continuing	Moved: not known to be continuing	
	79	79	No longer eligible to be enrolled in district	Reason for Enrollment (received reason) no longer valid	
	76	76	Non-Attendance Accor. to 72 hour Rule	Non-attending according to 72 hour rule (Community Schools only)	
	39	39	Non-enrolled student no longer receiving services	Non-enrolled student no longer receiving services	
	**	**	Not Applicable. Did not withdraw/was not truant	N/A - WITHIN THE DISTRICT TRANSFER	
	44	44	Not valid pub. community schl	Not valid pub. community schl	
	73	73	Over 18 years of age	Over 18 years of age	
	72	72	Pursued employment/work permit - Supt. approval on	Pursued employment/work permit	
	35	35	Res. District no longer Responsible for Student	Resident Student Withdrawn from Educating Entity with a Reason Code that indicates the Resident District no longer has a Responsibility for the Student	
	75	75	Student compl. course require./did NOT pass requ.	Student completed crse: didn't pass assessments	
	38	38	Student promoted beyond max grade/entity	Student promoted beyond max grade/entity	
	81	81	Student reported in error - never should have been	Student reported in error - never should have been reported	
	45	45	Tr. by Court Order/Adjif/ court ordered other pub	Transf. Court Order/Adjud	
	41	41	Tr. to another Ohio SD, local/exem vill/city, tr.	Transf. local, exempt, city	
	42	42	Tr. to priv school, transcript req on file, Ed Ch	Transf. private schl	
	46	46	Transferred out of the United States	Transf. out of U.S.	
	40	40	Transferred to another School District outside of	Transf schl out of OH	
	43	43	Transferred to home schooling, superint. approval	Transf to home schooling	
	51	51	Verified Medical Reasons - Dir. authorization on fi	Verified Medical Reasons	
	77	77	Withdraw due to 3314.28(non-tested 2 yr e-School (Withdraw due to 3314.28(non-tested 2 yr e-School (Comm. Sch only)	
	71	71	Withdraw due to truancy/non-attendance	Wd Truancy/non att	
	37	37	Withdraw from Kindergarten	KG Student has withdrawn because it has been deemed to be in the best interest of the student if he/she waits one more year until starting his/her KG experience	
	38	38	Withdraw from Preschool/PS student WD from PS prog	Withdraw from PS for any reason	
	47	47	Withdraw pursuant to Yoder vs. Wisconsin	Wd Yoder vs. Wisconsin	

Show Active Only

- Enter Final Mark** (optional) – Navigate to the Student Marks page for the final attending reporting period. See *Marks Guide* for details.

Navigation: Student Information – SIS – Student – Marks – Student Marks

Student Marks
 From this screen, you can view a student's marks for each completed or present course.

Show Completed Courses Only Dropped Withdrawn
 Marking Pattern: Full Year

Course Section	Qtr1 Mark	Qtr2 Mark	Ex1 Exam	Sem1 Avg	Qtr3 Mark	Qtr4 Mark	Ex2 Exam	Sem2 Avg	Fin Fin
0H0051 - ALGEBRA I (Section 5)	A	B		A					
0H0068 - ZOOLOGY (Section 1)	A	A		A					
0H0071 - AMERICAN HISTORY (Section 5)	A	A		A					
0H0151 - FRENCH II (Section 2)	A	A		A					
0H0SHF - Academic Assistance/Study Hall (Section 11)									
0H1030 - *ACCELERATED ENGLISH 9 (Section 1)	B	B		B					
23 - Class of 2023 (Section 1)									

- Click the **course section** to add marks.
- Add the **student marks** as needed.

Student Mark Entry - DONOVAN, MARCUS
 This screen is used to perform mark entry for a student

[Show Marks List](#) [Show Display Options](#) [Show Comments List](#)

Course Section	Mark	Value	General	
0H0051 - ALGEBRA I: Section 5	Mrk1	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>
	Mrk2	<input type="text" value="B"/>	<input type="text"/>	<input type="text"/>
	Ex1	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Sem1	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>
	Mrk3	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Mrk4	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Ex2	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Sem2	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Fin	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Enter Withdraw Student Info** – Determine whether this is a building or district withdrawal and fill out other required withdrawal information. Be sure to set the student’s new Student Status to **Inactive** (or another appropriate withdrawn Student Status code), and check the boxes to clear the student’s Locker and Homeroom Assignments, if desired.

Navigation: StudentInformation – SIS – Student – Withdraw Student

District Withdraw

Withdraw Student

From this screen, you can withdraw a student from the working school.

ⓘ In order to withdraw a student from the working school for the current school year, please enter a withdraw date and select a valid withdraw code. If you are sure you want to withdraw the student, please select the submit button from below.

Building

District

Admission Date:

Withdraw Date:* 📅

Withdraw Reason:* ▼

Withdraw to District IRN: - 🔍

Withdraw to District Comments:

Student Status:* ▼

Remove Locker Assignment:

Remove Homeroom Assignment:

Building Withdraw

Withdraw Student

From this screen, you can withdraw a student from the working school.

ⓘ In order to withdraw a student from the working school for the current school year, please enter a withdraw date and select a valid withdraw code. If you are sure you want to withdraw the student, please select the submit button from below.

Building

District

Admission Date:

Withdraw Date:* 📅

Withdraw Reason:* ▼

Withdraw to School IRN: 🔍

Withdraw to School Comments:

Student Status:* ▼

Remove Locker Assignment:

Remove Homeroom Assignment:

- Verify Admission History Page** (optional) – View the Admission History Summary page to ensure that student withdrawal information has been properly updated.

Navigation: StudentInformation – SIS – Student – Admission History – View Admission History

Admission History Summary




This page displays admission and withdrawal history for the selected student


Galion

- Galion Middle School
8/21/2017- 5/24/2018
8/20/2018- 5/23/2019
- Galion High School
8/21/2019- 10/7/2019 Withdraw Code: 74 Moved: not known to be continuing

- Edit Admission History Details** (optional) – You can edit Admission History details, to change admission dates, admission codes and student calendars, if needed.

Navigation: StudentInformation – SIS – Student – Admission History – Edit History Details

Admission/Calendar History Details						
Click on the edit and delete icons to manage the student's admission events.						
School Year Type: Regular ▼						
	Year	Date	Event	School	Calendar	Code
	2017 - 2018	Aug 14, 2017	District Admission	Galion		
	2017 - 2018	Aug 14, 2017	Building Admission	Galion Middle School	DFLT	
	2018 - 2019		Intrabuilding Progression	Galion Middle School	DFLT	
	2019 - 2020	Jul 01, 2019	Building Admission	Galion High School	DFLT	
 	2019 - 2020	Oct 07, 2019	Building Withdraw	Galion High School	DFLT	Moved: not known to be continuing
	2019 - 2020	Oct 07, 2019	District Withdraw	Galion		

Admission/Calendar History Details	
Click on the edit and delete icons to manage the student's admission events.	
School Year:	2019 - 2020
Event:	Building Admission
School:	Galion High School
Admission Date:*	<input type="text" value="7/1/2019"/> 
Admission Code:	<input type="text"/>
Calendar:*	HS Default (Default) ▼
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- Remove Next Year Admission** (optional) – If the student has been enrolled into the next school year already, this withdrawal will not have affected that admission. Click the **trash can** icon on the future admission record on the student's Edit History Details page to remove that admission as well.

Navigation: StudentInformation – SIS – Student – Admission History – Edit History Details



- Re-Enroll Accidentally Withdrawn Students** (optional) – If you accidentally withdraw a student you did not intend to withdraw, you can re-enroll the student from the Edit History Details page. Simply delete the withdrawal event using the **trash can** icon. **Note:** This only applies during the school year. If you accidentally withdraw a student with a Summer Withdrawal, you will have to re-enroll them completely.

Navigation: StudentInformation – SIS – Student – Admission History – Edit History Details

Admission/Calendar History Details

Click on the edit and delete icons to manage the student's admission events.

School Year Type: Regular ▼

	Year	Date	Event	School	Calendar	Code
	2018 - 2019	Aug 06, 2018	District Admission	Galion		
	2018 - 2019	Aug 06, 2018	Building Admission	Galion Middle School	DFLT	
	2019 - 2020	Jul 01, 2019	Building Admission	Galion High School	DFLT	
	2019 - 2020	Oct 07, 2019	Building Withdraw	Galion High School	DFLT	Moved: not known to be continuing
	2019 - 2020	Oct 07, 2019	District Withdraw	Galion		

Admission/Calendar History Details

Click on the edit and delete icons to manage the student's admission events.

Are you sure you want to delete the following admission event?


Building Withdraw on 10/7/2019

Admission/Calendar History Details

Click on the edit and delete icons to manage the student's admission events.

The admission event was successfully deleted

School Year Type: Regular ▼

	Year	Date	Event	School	Calendar	Code
	2018 - 2019	Aug 06, 2018	District Admission	Galion		
	2018 - 2019	Aug 06, 2018	Building Admission	Galion Middle School	DFLT	
	2019 - 2020	Jul 01, 2019	Building Admission	Galion High School	DFLT	

You will need to go to the student's profile, and change the student's Status to the correct enrolled status (for example, from Inactive to Active or Non-Resident), and change the student's Grade Next Year to the appropriate grade.

Navigation: StudentInformation – SIS – Student – Edit Profile – General tab

Edit Student Profile
From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Attendance FD-Attributes FN-Attributes FN-Graduate Transportation

Save Cancel

Last Modified: 10/7/2019 2:31 PM by User: amy

Student Number: 22801731 Auto-Assign Student Status: I - INACTIVE

First Name: MAURICE Middle Name:

Last Name: DAWSON Called Name:

Last Name Suffix:

Gender: M Birthdate: 02/02/2014 Age: 5

Local Ethnic Category: W - CAUCASIAN Verified With:

Hispanic/Latino: N - No, the student is not Hispanic/Latino Birthplace City:

Racial Group(s): A-Asian B-Black or African American I-American Indian or Alaska Native P-Native Hawaiian or Other Pacific Islander W-White

Summative Race: W - White, Non-Hispanic

Native Language: ENG - English (Default) Home Language: *** - Neither LEP nor

Address of Residence (For Address Verification) Mailing Address Use Address of Residence

Street: 4097 DAWSON Road Street: 4097 DAWSON Road

City, State, Zip: GALION OH 44833 City, State, Zip: GALION OH 44833

Phone Number: (419) 555-8069 Unlisted Student Email: student@donotuse.com

Building Grade: 09 - 09 Grade Next Year: DR - DR

EMIS Grade: 09 EMIS Grade Next Year: DR

Changing the Building Grade does not change the State Equivalent Grade. The FD tab can be used to change the State Equivalent Grade. Changing the Grade Next Year does not change the EMIS Grade Next Year. The FN tab can be used to change the EMIS Grade Next Year.

Program: 10 - SPECIFIC LEARNING DISA Home school IRN:

Home School:

Attendance Calendar: HS Default (Default) Report to EMIS:

You will also need to go to the **FS-Standing** tab on the student's profile, and correct the **District Withdraw Date** and **Withdraw Reason**, if the accidental withdrawal was a district withdrawal.

Edit Student Profile
 From this screen, you can display and change information regarding a students profile.

General Additional Custom Private FS-Standing FS-Arrival FD-Attributes FN-Attributes FN-Graduate Transportation

	Start Date	Withdraw Date	Withdraw Reason	EMIS Situation	District Relationship	District Of Residence	How Received	How Received IRN	Percent Of Time	Attending Building IRN	Sent To Reason 1	Sent To IRN 1	Sent To % Of Time 1
	8/21/2019	10/7/2019	74	9	1	044024	*	*****	87	012773	JV	051417	0
	7/11/2019		**	5	1	044024	*	*****	100	012773	NA	*****	0

Show Current Year Only

Save Cancel **New Student Standing** Ignore EMIS Situation Errors ⓘ

Last Modified: 10/7/2019 2:22 PM by User: amy

EMIS ID: T17032238 State Student ID (SSID): QT1703223

Effective Start Date: 8/21/2019 Satellite Student

District Admission Date: 8/8/2018 Admission Reason: 8 - Transferred from other Ohio public district/community school

District Withdraw Date: 10/7/2019 **Withdraw** Withdraw Reason: 74 - Moved: not known to be continuing

EMIS Situation: 9 - Resident attending but takes JVS satellite courses P/T

District Relationship: 1 - Stud. rcvg instr. in whole/part from rep. dist

How Received: *- Not Applicable

Percent of Time: 87

Attending Building IRN: 012773 - Galion High School

County of Residence: 17 - Crawford

District of Residence: 044024 - Galion City SD

How Received IRN: *****

Tuition Type: N - Non-tuition student (default)

Assigned Building IRN: *****

Sent To 1: Reason: JV - Joint Vocational School District program participant

Sent To 2: Reason: NA - Not sent to another district (default)

IRN: 051417 - Pioneer Career & Technology

Percent of Time: 0

Exclude FS Records from Fall Initialization Updates

ⓘ This check box is not school-year specific and should not be selected until the student has been promoted.

Note: Also, check the **Report to EMIS** checkbox on the **FN-Attributes** tab if it has been unchecked and the student should be reported to EMIS.

Review the student's schedule using the Request Assignments page. Un-check the **Show Active Only** checkbox. For each course section assignment with a stop date in the past (or on the current date), add a new assignment for the same course section starting the day after the stop date. For course section assignments with a stop date in the future (and the same as the start date), instead Remove those course section assignments (with the trash can icon and the Remove/Delete option) and re-assign the student to those course sections (linked to the student's request, if any) with the original start date.

Navigation: StudentInformation – SIS – Student – Student Schedule – Request Assignments

You can also re-enter the student's schedule on the Course Section Assignments page. Make sure to check Dropped and click Search to view Dropped course section assignments.

Navigation: StudentInformation – SIS – Scheduling – Course Section Assignments



Note that on this page, you will be unable to see the dropped assignments while adding each new assignment (assignments will no longer be linked to requests). Don't forget to click Save Changes when you are finished on this screen.

Course Section Assignments

From this screen, you can display, add, change and delete data pertaining to Course Section Assignments.

Schedule: * Default Schedule | Schedule Result: * Default Schedule Result | Status: Assigned Dropped Removed

Course: | Course Term: | Date: | Teacher: | Period: | Search

Add Course Assignment **Drop All Assignments** Schedule Study Halls **Save Changes** **Cancel Changes**

	Course	Course Name	Section	Meeting ▲	Teacher	Term	Type	Status	Start Date	End Date
	0H0030	CP ENGLISH 9	1	1 (C205)	JEAN DELGADO	Full Year	Manual	Dropped	Aug 21, 2019	Oct 07, 2019
	0H0071	AMERICAN HISTORY	2	2 (C123)	DEBORAH WALSH	Full Year	Manual	Dropped	Aug 21, 2019	Oct 07, 2019
	0H0063	BIOLOGY	3	3 (C223)	MELINDA MONROE	Full Year	Manual	Dropped	Aug 21, 2019	Oct 07, 2019
	0H0285	CULINARY FUNDAMENTALS	3	4 (C113)	SHERRY DOYLE	Semester 1	Manual	Dropped	Aug 21, 2019	Oct 07, 2019
	0H0269	ROBOTICS	2	5A,5B (C103)	SARA JOSEPH	Semester 1	Manual	Dropped	Aug 21, 2019	Oct 07, 2019
	0H0171	Lunch	2	5C (CAFE)	ANDREA ORTEGA	Semester 1	Manual	Dropped	Aug 21, 2019	Oct 07, 2019
	0H0051	ALGEBRA I	3	6 (C212)	NICHOLAS COX	Full Year	Batch	Dropped	Aug 21, 2019	Oct 07, 2019
	0H3038	READING FUNDAMENTALS	1	7 (C105)	MAUREEN KIRK	Semester 1	Batch	Dropped	Aug 21, 2019	Oct 07, 2019
	0H3160	RR Academic Assist/Study Hall	5	8 (C213)	DUANE BANKS	Full Year	Manual	Dropped	Aug 21, 2019	Oct 07, 2019
	23	Class of 2023	1	11 (LIBR)	RUBY ERICKSON	Full Year	Manual	Dropped	Aug 21, 2019	Oct 07, 2019

When Removing assignments with the same start date and stop date in the future from the Course Section Assignments page, you should re-assign those courses on either the Request Assignments page (linked to the request), or on the Student Requests page.

Navigation: StudentInformation – SIS – Scheduling – Requests

Student Requests

From this screen, you can display, add, change and delete data pertaining to course/group requests.

Default Schedule | Default Schedule Result | Display Assignments | Search

Run Scheduler **Go to Course Section Assignments** **Add Request** **Drop All Requests**

Records Displayed of 5

	Plan Req	Alt Req	Priority	Req Status	Active	Assignment	Type	Status
			8	Approved				
			1	Approved			0310 - ENGLISH 12 Section: 3	Batch Dropped
			8	Approved				
			8	Approved				
			9	Approved			CCP - CCP GENERIC Section: 2	Batch Dropped

Show Active Only

Also, if you selected to clear locker or homeroom assignments when withdrawing the student, you will need to re-assign the student's locker and homeroom. See the *Assigning Lockers to Students Procedural Checklist* and the *Assigning Homerooms to Students Procedural Checklist* for more details.

If the student actually withdrew, and then came back at a later date, you would need to re-register the student, but only fill out the required fields on the Registration Pre-requisites tab of the Registration Wizard. When StudentInformation informs you of a Strict Match on the Possible Matches tab, you could re-activate that student's information.

Navigation: StudentInformation – SIS – Registration Wizard – Registration Pre-requisites tab

Student Registration Wizard
 From this screen users can register students

Registration Pre-requisites | Possible Matches | Complete Registration | Family Group | EMIS

First Name: * Middle Name: Last Name: *
 Called Name: Social Security: EMIS ID:
 Student Number: Birthdate: * Age:
 Gender: * Grade: *
 Student is a Non-Attending Graduate

Next >

Navigation: StudentInformation – SIS – Registration Wizard – Possible Matches tab

Student Registration Wizard
 From this screen users can register students

Registration Pre-requisites | Possible Matches | Complete Registration | Family Group | EMIS

i A possible match for the student you are registering.
 Please review the students listed below for possible duplicate records.

Doe, John
 PO Box 100
 Mansfield , OH 44904

This student is already enrolled in the building you are working with.

STRICT MATCH **⚠** Please go back to the Prerequisites tab and change some information to add a new student or select this student to edit.

Student ID: 00100000
 Gender: M
 Birthdate: Jan 01, 2000

< Back | Next >



NOTE ON EXPELLING STUDENTS: If a student is expelled and is not receiving instructional services, then the student should be withdrawn with code '48'. If the student returns, re-admit the student through the Student Registration Wizard screen. If the student does not return after the expulsion period is over, then the withdrawal reason would stay as code '48'. If a student is expelled, but is receiving instructional services, do not withdraw the student, simply report the discipline.

- Withdrawing Students Between School Years** (optional) – If you withdraw a student as a summer withdrawal (after the end of one school year, and before the start of the next school year), you should change context to the new school year, then withdraw using a date before the start of the school year, but after the student's enrollment date (such as 8/1/22). You will see a warning message that requires you to confirm the summer withdrawal.

Navigation: StudentInformation – SIS – Student – Withdraw Student

Withdraw Student

From this screen, you can withdraw a student from the working school.

The withdraw date (08/01/2019) indicates a summer withdraw. A summer withdraw will delete all student records for the current school year except those required for EMIS reporting. Choose OK to proceed with a summer withdraw. Choose Cancel to select a date within the school year (8/21/2019 - 5/26/2020).

Records that will be removed:

- Student Course Section Assignments
- Student Course Requests
- Student Absences
- Student Marks
- Student Fees
- Student Alerts
- Student Transportation
- Student Homeroom
- Student Locker
- Student Transfers
- Student Memberships
- Student Discipline

- WITH Report** (optional) – Prints a list of students withdrawn between specific dates.

Navigation: StudentInformation – SIS – School – Student Reports – Withdrawal List

- AWEX Report** (optional) – Prints a list of students admitted and or withdrawn between specific dates.

Navigation: StudentInformation – SIS – School – Student Reports – Admission/Withdrawal