

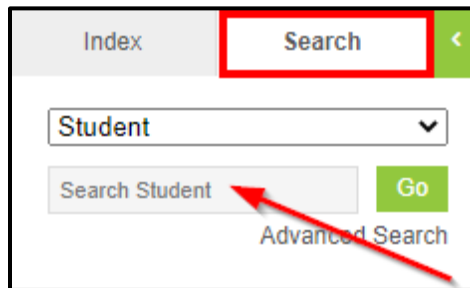
Withdrawal Tab

This 7-page guide will provide the steps necessary on how to use the Withdrawal Tab after the student has been withdrawn.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



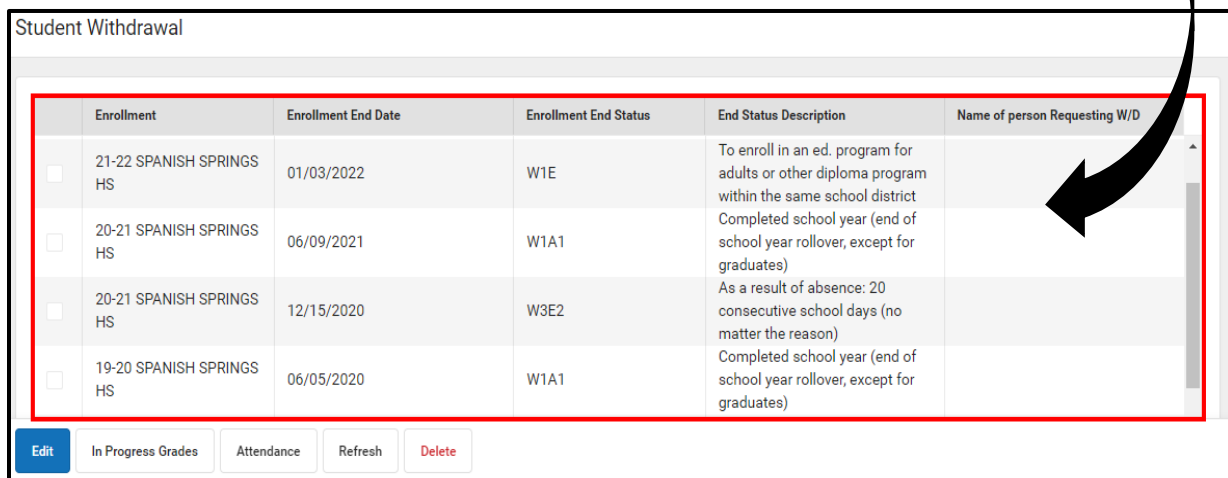
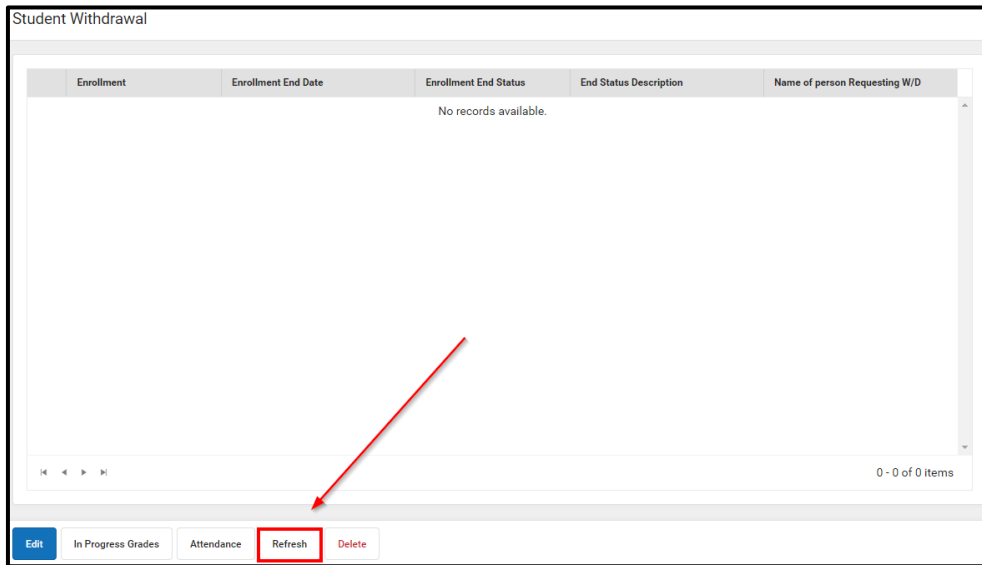
2. Process the withdrawal in the Enrollment tab like normal. Enter the students' effective date of withdrawal and end status. Navigate to the students' withdrawal tab after the student has been withdrawn.

The screenshot displays the 'Enrollment Editor' for a student named Harry Potter. The main area contains a table of enrollment records with columns for Grade, Type, Calendar, Start Date, and End Date. The first row is highlighted in red. To the right, a sidebar shows the student's profile information and a list of tabs, with 'Withdrawal' highlighted in red. A red arrow points from the 'Withdrawal' tab in the sidebar to the 'Withdrawal' tab in the main enrollment table.

Grade	Type	Calendar	Start Date	End Date
12	P	21-22 EARL WOOSTER HIGH SCHOOL	09/03/2021	09/27/2021
12	P	21-22 EARL WOOSTER HIGH SCHOOL	07/23/2021	08/31/2021
11	P	20-21 EARL WOOSTER HIGH SCHOOL	08/10/2020	06/09/2021
10	P	19-20 EARL WOOSTER HIGH SCHOOL	08/12/2019	06/05/2020
09	P	18-19 EARL WOOSTER HIGH SCHOOL	08/06/2018	06/07/2019
08	P	17-18 E. OTIS VAUGHN MS	08/07/2017	06/12/2018
07	P	16-17 E. OTIS VAUGHN MS	08/08/2016	06/09/2017

POTTER, HARRY
Grade: 12 #2581263 DOB: 03/23/2006 Gender: M
Grad Plan Summary **Withdrawal** Athletics
Language Program Attendance Notes RTI
HS Athletics Records Request Run for Ed
Unity Foster Adult Education New Credit GPA
Summary 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.



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)

1

month/day/year

Date withdrawal was requested *

2

End Status

Enrollment End Date

Reason For Leaving *

3

New School

New Street Address

City *

4

State or Country *

5

Zip

Home Phone

Cell Phone *

6

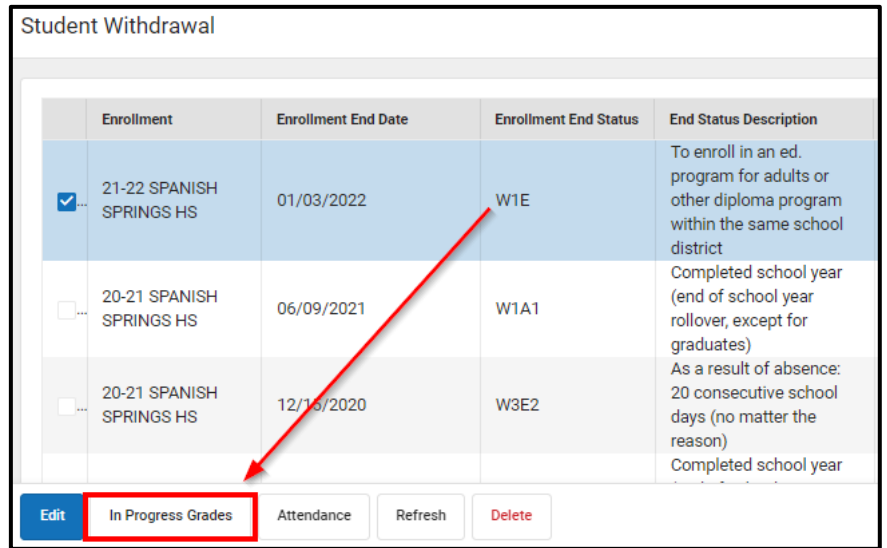
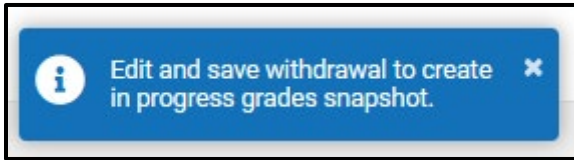
last modified by SYSTEM ADMINISTRATOR

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:

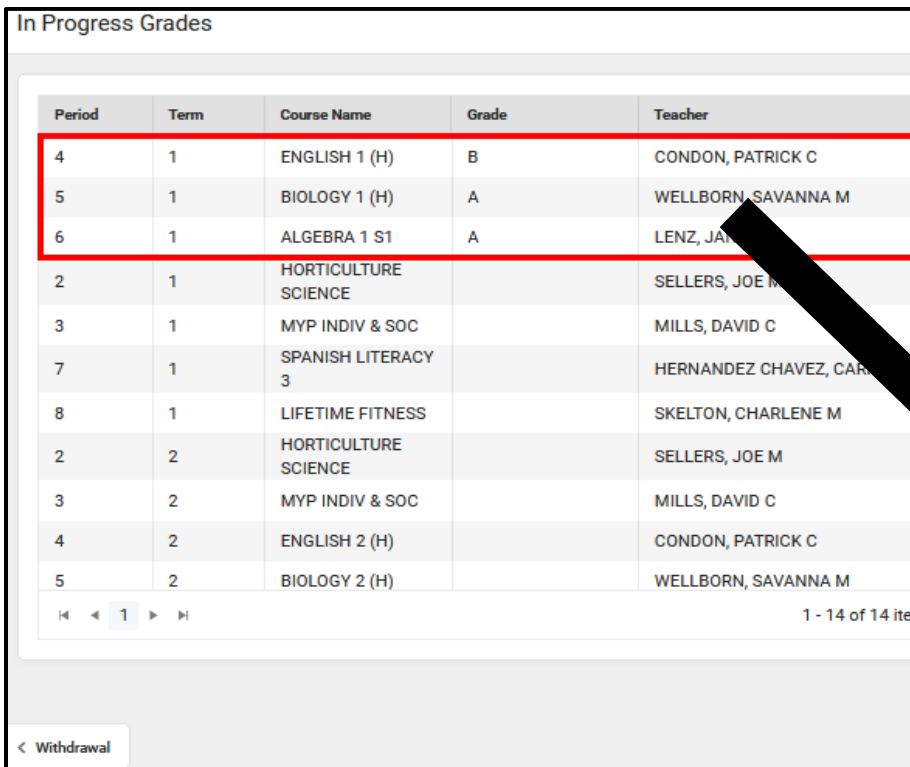


Student Withdrawal table with columns: Enrollment, Enrollment End Date, Enrollment End Status, End Status Description. The 'In Progress Grades' button is highlighted with a red box. A red arrow points from the 'W1E' status in the first row to the 'In Progress Grades' button.

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	12/13/2020	W3E2	As a result of absence: 20 consecutive school days (no matter the reason) Completed school year

Buttons: Edit, In Progress Grades, Attendance, Refresh, Delete

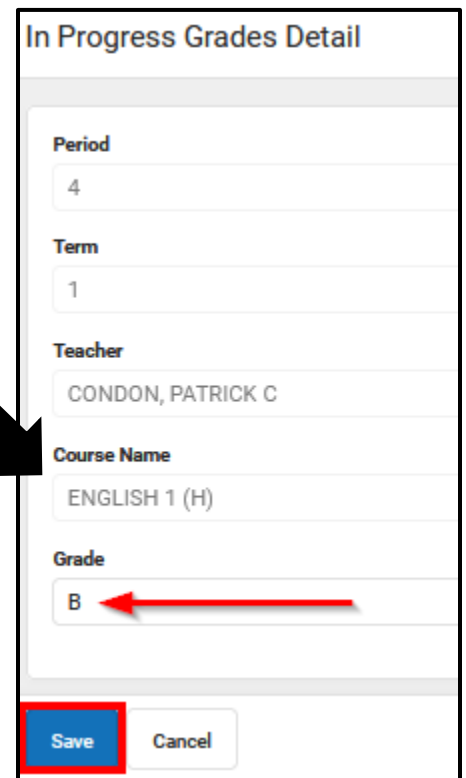
2. Progress Grades will be shown here if the teacher has posted grades into their gradebook. Changes can be made in this window by manually clicking on the course name. However, they will no longer pull from the gradebook. Make the desired change, if needed, in the Grade textbox and click save.



In Progress Grades table with columns: Period, Term, Course Name, Grade, Teacher. The first three rows are highlighted with a red box. A black arrow points from the red box to the 'In Progress Grades Detail' window.

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, JAY
2	1	HORTICULTURE SCIENCE		SELLERS, JOE M
3	1	MYP INDIV & SOC		MILLS, DAVID C
7	1	SPANISH LITERACY 3		HERNANDEZ CHAVEZ, CAR
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

Navigation: 1 - 14 of 14 items



In Progress Grades Detail form with fields: Period (4), Term (1), Teacher (CONDON, PATRICK C), Course Name (ENGLISH 1 (H)), Grade (B). The 'Save' button is highlighted with a red box. A red arrow points to the 'B' grade field.

Fields: Period, Term, Teacher, Course Name, Grade

Buttons: 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**.

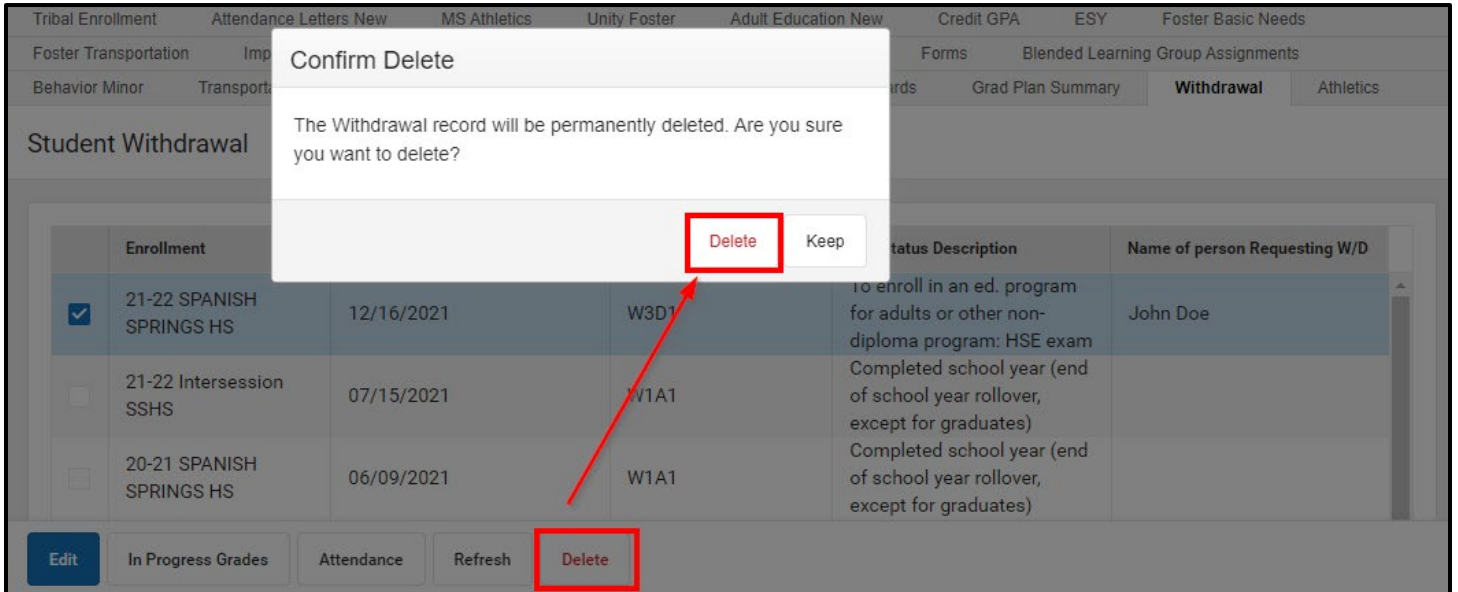
The screenshot displays the 'Attendance Data' interface. At the top, there are filter buttons for 'UNKNOWN', 'EXCUSED', 'UNEXCUSED', and 'EXEMPT'. Below these is a table with columns for 'Date - Periods' and seven periods (01-07). The table contains various attendance records such as 'MED', 'UNV', 'EMI', and 'T'. A 'Confirm Refresh' dialog box is overlaid on the table, containing the text: 'Confirm Refresh' and 'Refreshing will overwrite any previous attendance snapshot for this enrollment made by this tool.' The dialog has 'OK' and 'Cancel' buttons. A red arrow points from the 'Refresh' button at the bottom left of the interface to the 'OK' button in the dialog box. The bottom left of the interface shows a '< Withdrawal' button and a 'Refresh' button.

Date - Periods	01	02	03	04	05	06	07
09/17/2021 Friday							
09/16/2021 Thursday							
09/10/2021 Friday							
09/08/2021 Wednesday	MED	MED					
09/03/2021 Friday							
09/02/2021 Thursday				MED	MED	MED	MED
09/01/2021 Wednesday			T				
08/20/2021 Friday			EMI				
08/19/2021 Thursday						EMI	
08/16/2021 Monday	UNV		UNV				UNV
08/10/2021 Tuesday	MED	MED	MED				MED

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 a web application interface for managing student withdrawals. A modal dialog box titled "Confirm Delete" is centered on the screen, containing 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 box highlights the "Delete" button in the table's action column. A red arrow points from this button to the "Delete" button in the confirmation dialog. At the bottom of the interface, a navigation bar includes buttons for "Edit", "In Progress Grades", "Attendance", "Refresh", and "Delete", with the "Delete" button also highlighted by a red box.

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)	