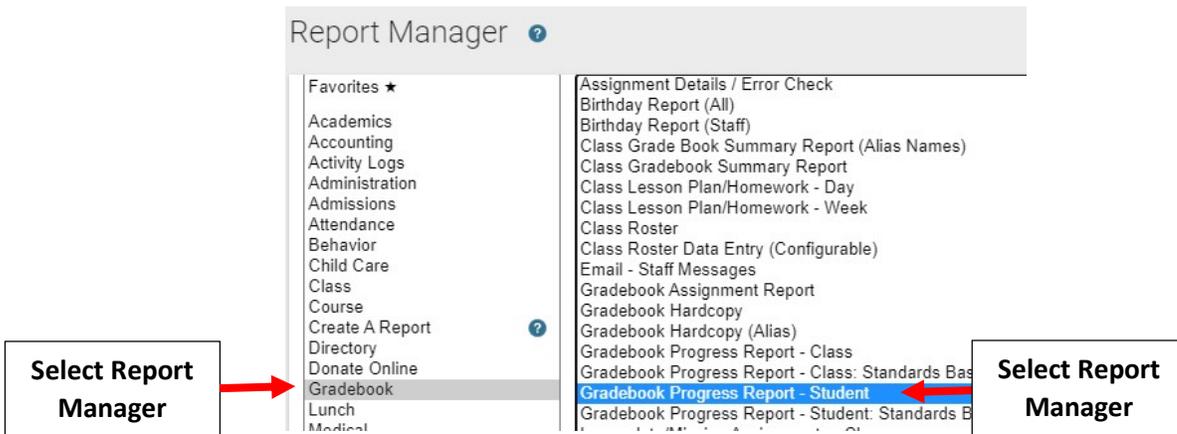


Archiving Student's Academic Records in FACTS SIS

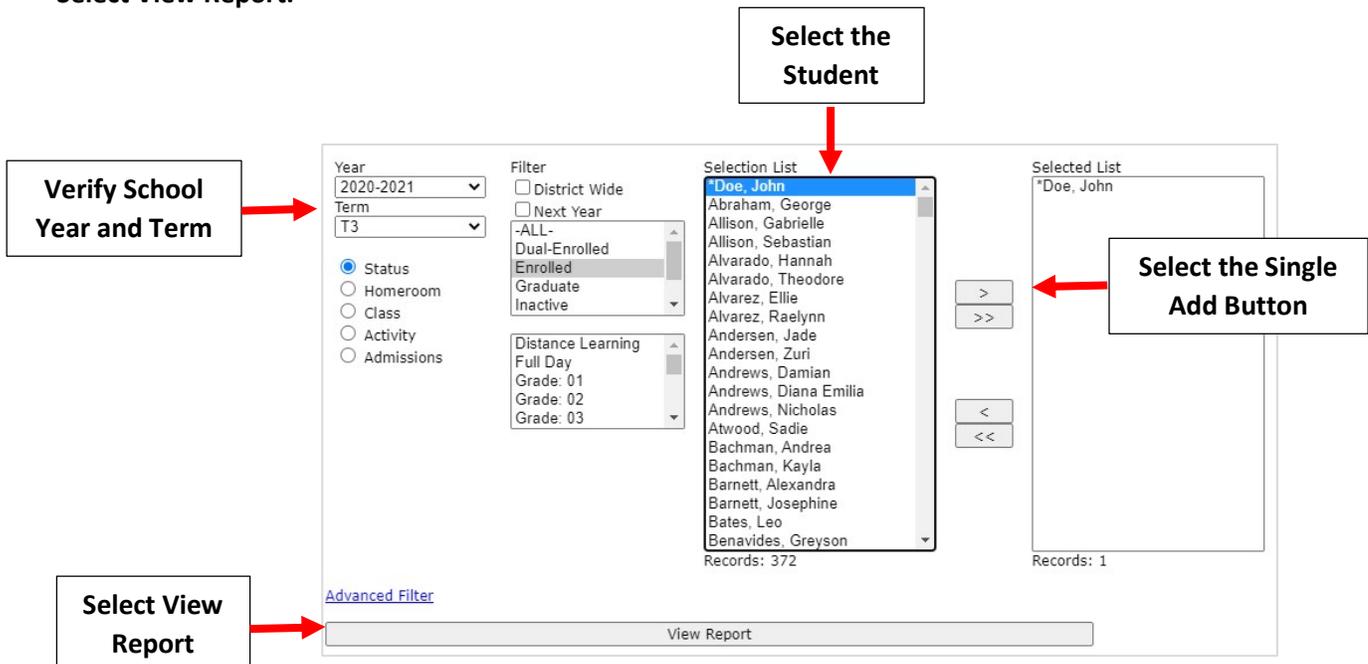
Prior to Withdrawing a student, you will need to archive their data. From the FACTS SIS menu, select "Report Manager"



Select the Gradebook Reports category. Select the Gradebook Progress Report - Student report



Verify the School Year and Term. Select the Student from the "Selection List" and select the Single Add Button. Select View Report.



Select "Full Details" and Archive. Archive d data will appear in the Student's Portfolio

Select "Full
Details"



Student Gradebook Progress Report

REPORT TYPE

- Assignment Average
- Full Details
- Student Summary
- Course Objective Analysis

PAGE BREAK

- Between Students
- Between Classes

OMIT FROM REPORT

- Homeroom
- Activities

Select
Archive

