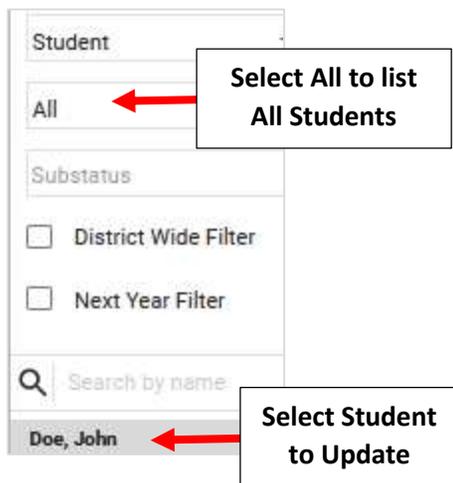


End of Year Processing – Withdraw Students Not Returning

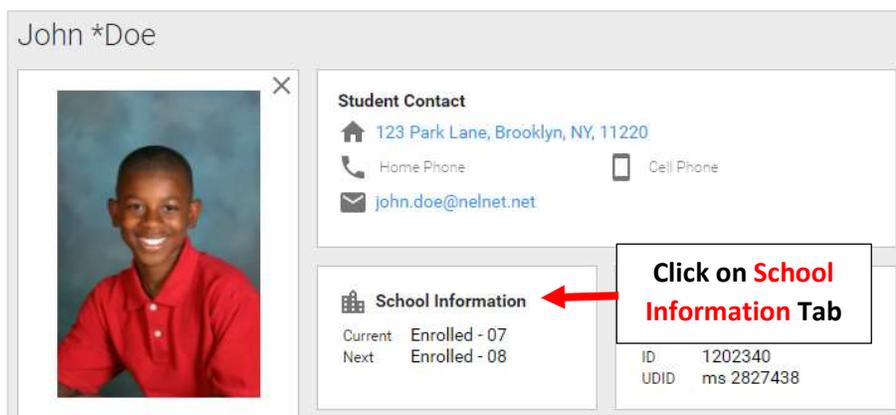
Once logged into FACTS please select **Students** from the Left Side Menu



Will Default to Enrolled Students, Select **All** to list **All Students** and Select **Student** to Update



Click on **School Information** Tab



Change **Next Status** to **Withdrawn** and Select **Clear** from the **Grade Level** Dropdown

The screenshot shows a form with the following fields and values:

- Current School *: Premier Academy
- Next School: Premier Academy
- Current Status *: Enrolled
- Next Status: Withdrawn
- Grade Level: 07
- Sub Status: (empty)
- Enrolled Date *: Sunday, Jul 03, 2022

Annotations:

- A box labeled "Change Next Status to Withdrawn" has an arrow pointing to the "Next Status" dropdown.
- A box labeled "Select Clear" has an arrow pointing to the "Clear" option in the "Grade Level" dropdown menu.

Select **Withdrawn Reason** from Withdraw Reason Dropdown and Select **Save** to **Save** your Changes

The screenshot shows a form with the following fields and values:

- Current School *: Premier Academy
- Next School: Premier Academy
- Current Status *: Enrolled
- Grade Level: 07
- Next Status: Withdrawn
- Grade Level: 07
- Sub Status: (empty)
- Enrolled Date *: Sunday, Jul 03, 2022
- Placement: (empty)
- Graduation Date: (empty)
- Class Year: (empty)
- Student ID: 1202621
- Withdraw Date: (empty)
- School UD ID: (empty)
- Withdraw Reason: (dropdown menu open)
- School Year: 2022-2023

Annotations:

- A box labeled "Select Withdrawn Reason" has an arrow pointing to the "Withdraw Reason" dropdown menu.
- A box labeled "Select Save to Save your Changes" has an arrow pointing to a blue "Save" button in the bottom right corner.