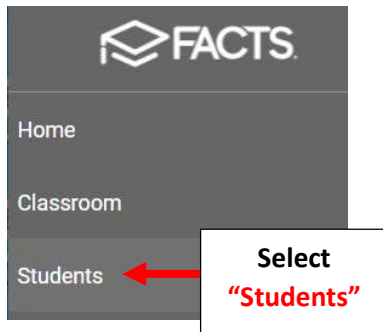
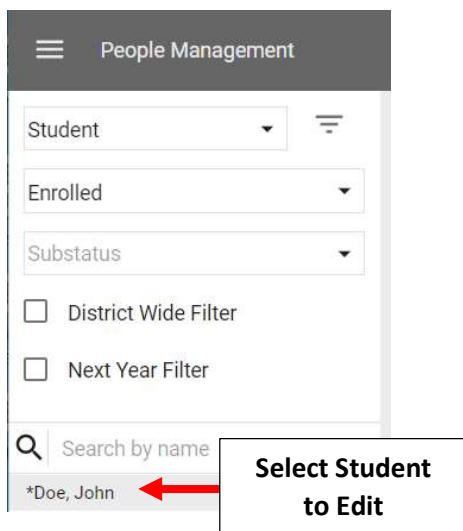


# Inactivate an Active Student in FACTS SIS

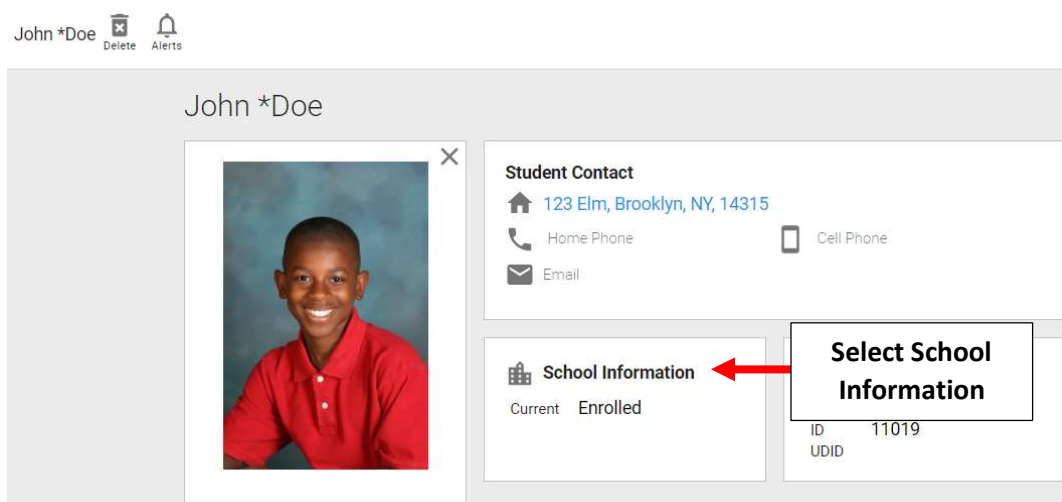
Once logged into FACTS please select **"Students"** from the Left Side Menu



Select the Student you would like to Edit



Select the **"School Information"** Tile



Select "Inactive" from the "Current Status" dropdown

**Select Inactive** →

Current School *	Next School		
Premier Academy			
Current Status *	Grade Level	Next Status	Grade Level
Inactive			
Sub Status	Enrolled Date		
	Monday, Jul 13, 2020		

You will be asked to **Confirm** your Status Change. Select **"Yes"**


**Confirm Status Change**

Are you sure you want to withdraw/inactivate this student from the school? This will remove the student from any enrolled classes.

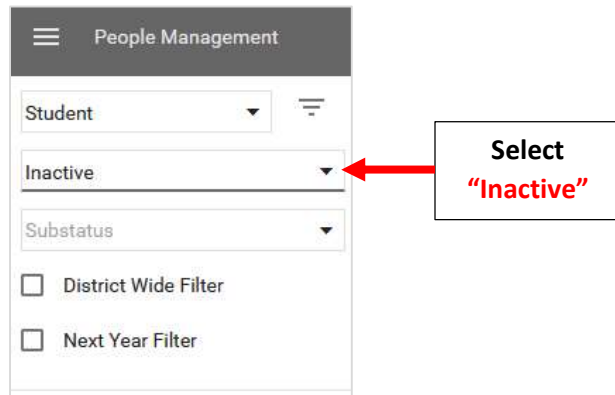
Changing a student status to Withdrawn does not affect existing tuition or billing balances. Please notify the person at your school responsible for tuition and fees to prevent future billing to the family.

No Yes → **Select "Yes"**

Select **Save** to **Save** your Changes

Current School *	Next School		
Premier Academy			
Current Status *	Grade Level	Next Status	Grade Level
Inactive			
Sub Status	Enrolled Date		
	Monday, Jul 13, 2020		
Placement	Graduation Date	Class Year	
Student ID	Withdraw Date	<b>Select Save to Save your Changes</b> → 	
1202433			

To view list of Inactive Students select **"Inactive"** from the Status dropdown



The image shows a sidebar menu titled "People Management" with a hamburger icon. Below the title, there are three dropdown menus: "Student", "Inactive", and "Substatus". The "Inactive" dropdown is highlighted with a red arrow pointing to it from a callout box that says "Select 'Inactive'". Below the dropdowns, there are two checkboxes: "District Wide Filter" and "Next Year Filter".

People Management

Student

Inactive

Substatus

☐ District Wide Filter

☐ Next Year Filter

Select  
"Inactive"