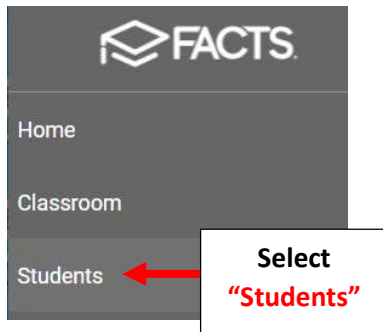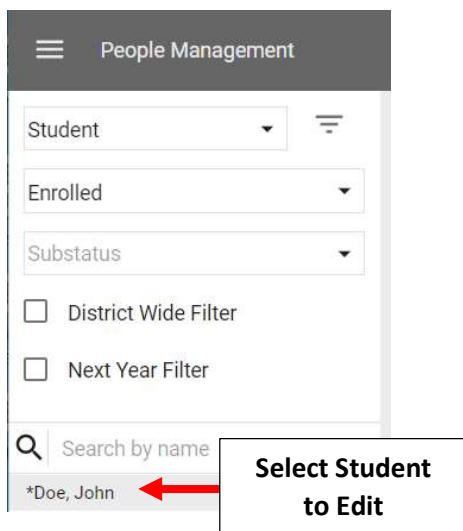# Inactivate an Active Student in FACTS SIS
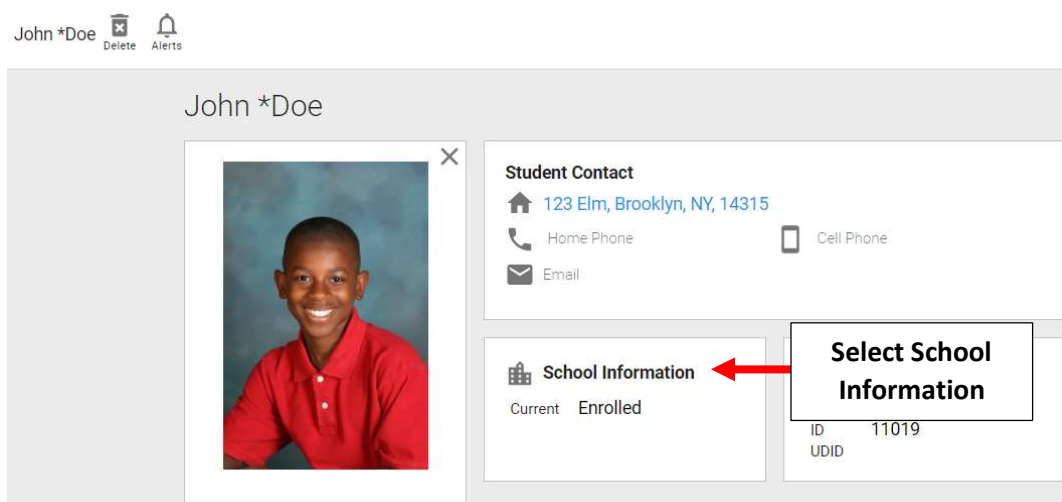
Once logged into FACTS please select "Students" from the Left Side Menu

Select the Student you would like to Edit

Select the "School Information" Tile

Select "Inactive" from the "Current Status" dropdown

Select Inactive

Current School *
Premier Academy

Next School

Current Status *
Inactive

Grade Level

Next Status

Grade Level

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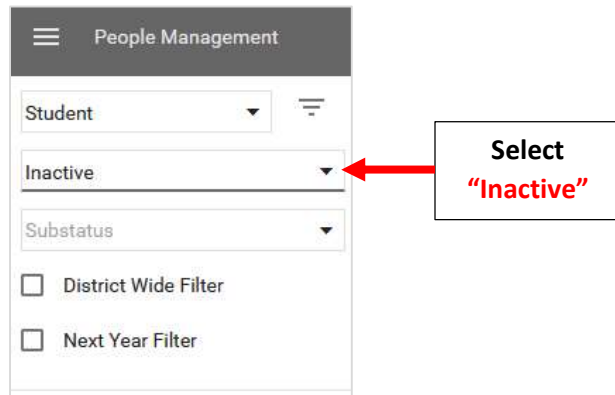
Changing a student status to Withdrawn does not affect existing tuition or billing balances. Please notify the person at your school responsible for tuition and fees to prevent future billing to the family.

No   Yes

Select "Yes"

Select Save to Save your Changes

Current School *
Premier Academy

Next School

Current Status *
Inactive

Grade Level

Next Status

Grade Level

Sub Status

Enrolled Date
Monday, Jul 13, 2020

Placement

Graduation Date

Class Year

Student ID
1202433

Withdraw Date

Select Save to Save your Changes

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