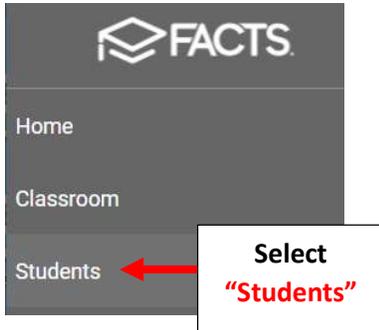
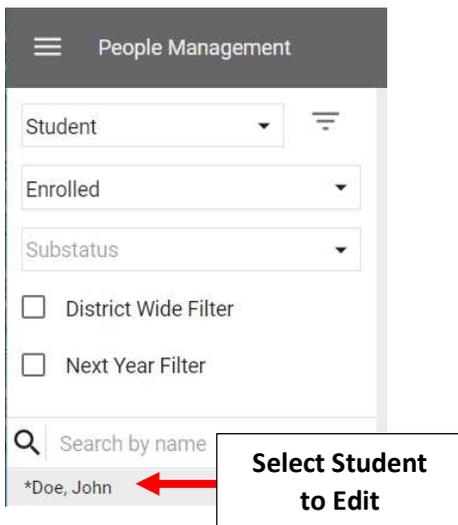


Withdraw an Active Student From FACTS SIS

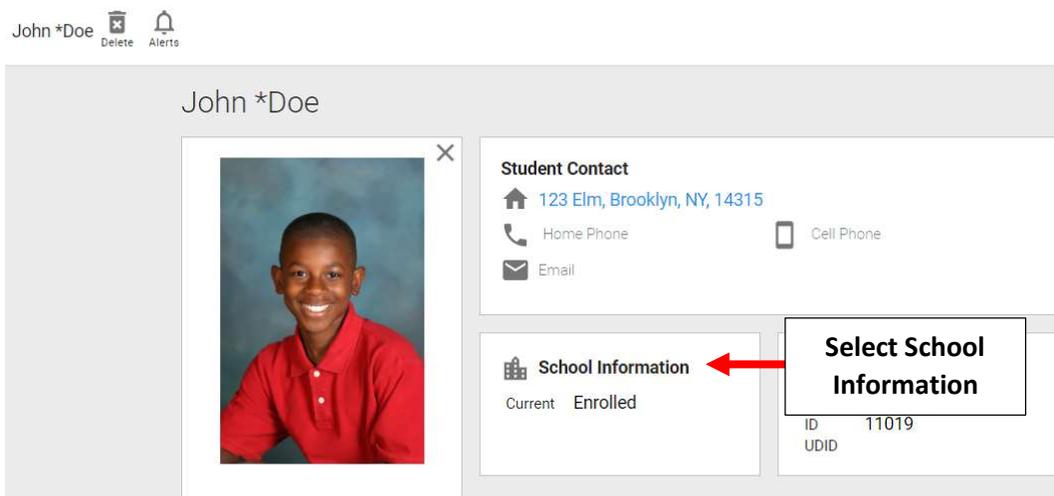
Once logged into FACTS please select **"Students"** from the Left Side Menu



Select the Student you would like to Edit



Select the **"School Information"** Tile



Select "Withdrawn" from the "Current Status" dropdown

Current School * Premier Academy Next School

Current Status * **Withdrawn** status Grade Level

Sub Status Enrolled Date Tuesday, Oct 22, 2019

Select Withdrawn

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Changing a student status to Withdrawn does not affect existing tuition or billing balances.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 "Withdraw Date" dropdown to choose Withdraw Date. Select Withdraw Reason from the "Withdraw Reason" dropdown

Current School * Premier Academy Next School

Current Status * Withdrawn Grade Level Next Status Grade Level

Sub Status Enrolled Date Tuesday, Oct 22, 2019

Graduation Date Friday, May 29, 2020 Class Year

Placement

Student ID 1202340 Withdraw Date Thursday, Aug 05, 2021

School UD ID ms 2827438 Withdraw Reason Relocation

Reenrollment Status Blocked School Year 2020-2021

Select Withdraw Date

Select Withdraw Reason

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

Student ID 1202340	Withdraw Date Thursday, Aug 05, 2021
School UD ID ms 2827438	Withdraw Reason Relocation
Reenrollment Status Blocked	School Year 2020-2021

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

To view list of Withdrawn Students select **“Withdrawn”** from the Status dropdown

People Management

Student 

Withdrawn 

Substatus 

District Wide Filter

Next Year Filter

Search by name

*Doe, John
Smith, Bob

Select **Withdrawn** 