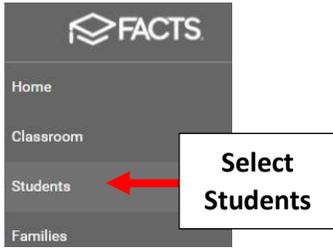


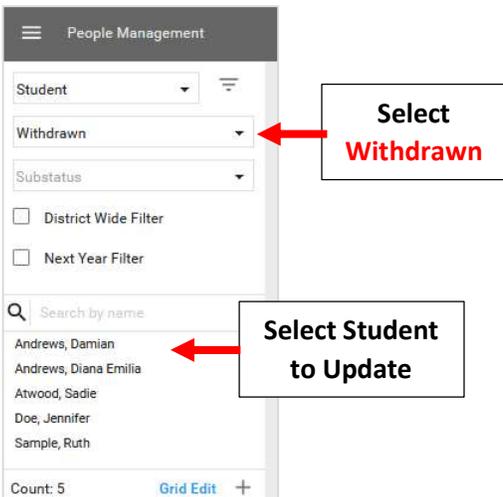
Enter a Tracking Record in FACTS SIS

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

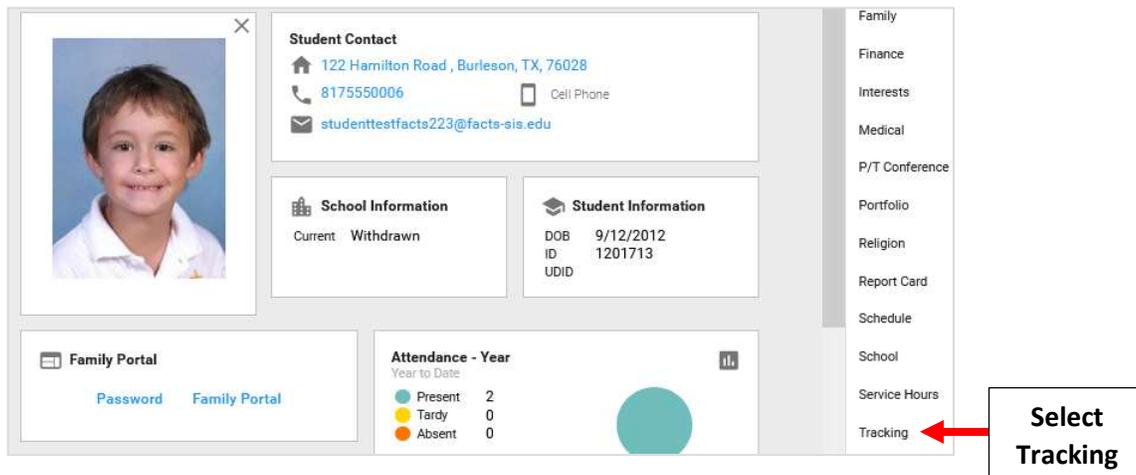


****Please Note: Save Often To **
Avoid Loss of Data Entered**

Select **Withdrawn** as the Student Status and **Select Student** to Update



Select **Tracking** from the Right Side menu



Select **Add**

Tracking

Manage Tracking

Tracking System Start Date End Date Status Open/Closed Tracking ID Delete

Advising Alerts Att Bel Demographics EC/PU Contacts

Select Add

Enter **Withdrawn** as Status. Click on **Start Date** and **End Date** equals the Withdraw Date from the **“Student Withdrawals by Date” Report**

Add Tracking

* Indicates required field

Tracking ID

Status * Withdrawn

Open

Start Date * 11/8/2021

End Date 11/8/2021

1. Enter Withdrawn as Status

2. Start Date and End Date equals the Withdraw Date from the “Student Withdrawals by Date” Report

LastName	FirstName	Status	Grade Level	Withdraw date	Withdra
Doe, James		Withdrawn	2	11/08/2021	Moved
Jones, Enily		Withdrawn	6	09/13/2021	
Smith, Patricia		Withdrawn	3	09/29/2021	Financi
Tomas, Robert		Withdrawn	8	6/1/2021	Other

Select **NY State** from Tracking System Dropdown.

Tracking System

NY State

Program Intensity

Complete Sent

Select NY State

Select Exit Reason Code 1 Dropdown

Select Exit Reason Code 1 →

Edit Tracking

SCHOOL EXIT COMMENT Complete Sent

0/1000

EXIT REASON CODE 1 Complete Sent

EXIT REASON CODE 2 Complete Sent

EXIT REASON CODE 3 Complete Sent

Select 1 of the 6 Exit Codes Listed below:

153	Transferred to another school in this district or to an out-of-district placement*
170	Transferred to another NYS public school outside this district with documentation. Note: documentation of transfer is not required for preschool students with disabilities.
204	Transferred to a NYS religious and independent (nonpublic) school with documentation
221	Transferred to a school outside NYS with documentation. Note: documentation of transfer is not required for preschool students with disabilities.
238	Transferred to homebound instruction provided by this district
255	Transferred to home schooling by parent or guardian

Select Exit Code →

Add Tracking

0/1000

SCHOOL EXIT COMMENT Complete Sent

0/1000

EXIT REASON CODE 1

- 153 (Transferred to another school in this district ...)
- 170 (Transferred to another NYS public school out...)
- 204 (Transferred to a NYS religious and independ...)
- 221 (Transferred to a school outside NYS with do...)
- 238 (Transferred to homebound instruction provid...)
- 255 (Transferred to home schooling by parent or g...)

Complete Sent

Complete Sent

Complete Sent

Complete Sent

Complete Sent

Select Add Tracking

Add Tracking ✕

Complete Sent

EXIT REASON CODE 1 0/1000
 Complete Sent

EXIT REASON CODE 2 0/1000 Complete Sent

EXIT REASON CODE 3 0/1000 Complete Sent

PROGRAM ELIGIBILITY CODE 1 0/1000 Complete Sent

PROGRAM ELIGIBILITY CODE 2 0/1000 Complete Sent

Select Add Tracking

You will now see the Tracking Record Listed. **Double Click** on Tracking Record to Open it.

Tracking

Manage Tracking ⚙️

Tracking System	Start Date ↓	End Date	Status	Open/Closed	Tracking ID	Notes	Delete
NY State	Nov 08, 2021	Nov 08, 2021	Withdrawn		7		<input type="button" value="✕"/>

Double Click on Tracking Record

Click on **Slide Bar** to Change Status to Close

Edit Tracking ✕

* Indicates required field

Tracking ID Status * Open

Start Date *

Click on Slide Bar to Change Status to Close

Scroll down to **Exit Reason Code** that was just entered and Click on **Complete**. Click on **Slide Bar** to Change Status to Close. Select **Save** to **Save** your Changes

The screenshot shows the 'Edit Tracking' form with several input fields and checkboxes. A red arrow points to the 'Complete' checkbox for the 'EXIT REASON CODE 1' field, which is selected. Another red arrow points to the 'Save' button at the bottom right of the form.

Click on Complete

Select Save to Save your Changes

Tracking Record will now Display

Tracking							
Manage Tracking							+ Add
Tracking System	Start Date ↓	End Date	Status	Open/Closed	Tracking ID	Notes	Delete
NY State	Nov 08, 2021	Nov 08, 2021	Withdrawn	Closed	7		