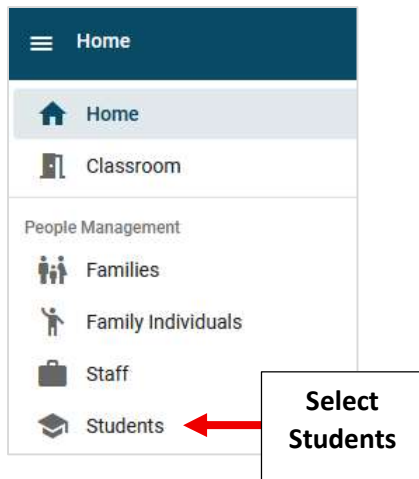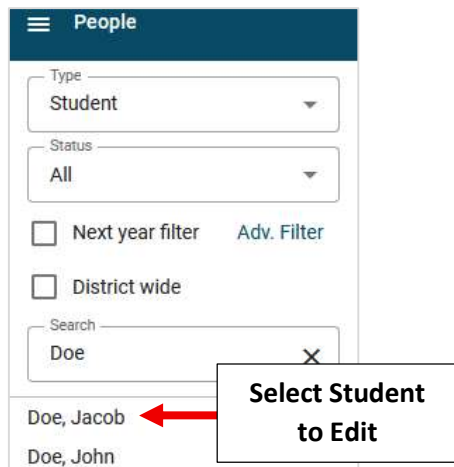# Progression-Withdraw a Student From FACTS SIS

**Please Note: Update Student Admission Record to "Parent Withdrawn" Before Updating Student Profile
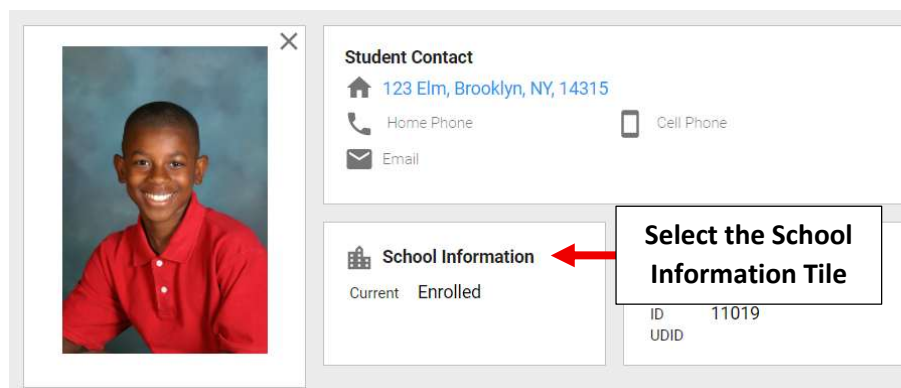
Once logged into FACTS please select Students from the Main Menu

Select the Student you would like to Edit

Select the School Information Tile

Verify "Withdrawn" is Selected from the "Next Status" dropdown and Grade Level is Cleared

Select "Withdraw Date" dropdown to select Withdraw Date.   Select Withdrawn Reason from the "Withdraw Reason" dropdown. Select Save to Save your Changes

To view list of Withdrawn Students select "Withdrawn" from the Status dropdown