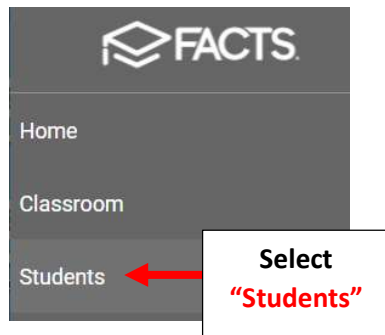
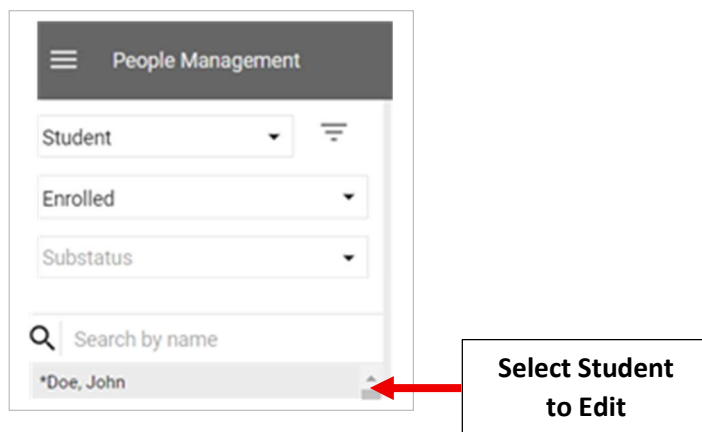


Withdraw an Active Student From FACTS SIS

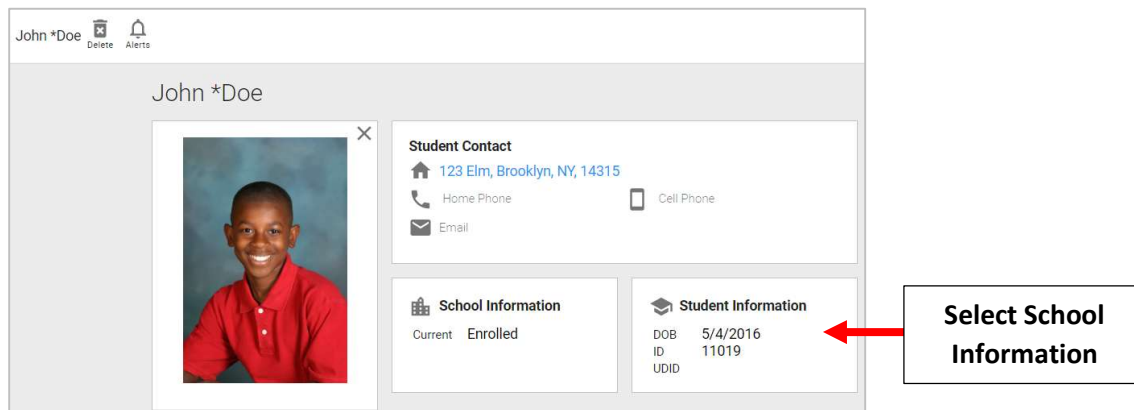
Once logged into FACTS please select **"Students"** from the Left Side Menu



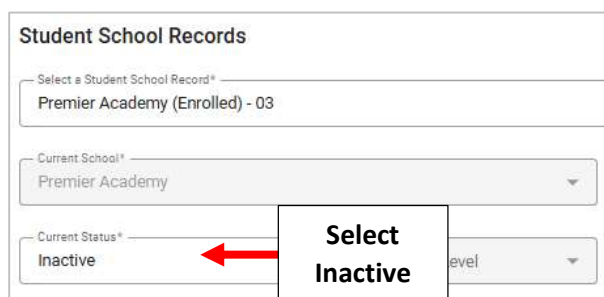
Select the **Student** you would like to Edit



Select the **School Information** Tile



****Please Note: Students that are "No Shows" Should be Marked **"Inactive"** not Withdrawn****



Select **Withdrawn** from the **Current Status** dropdown

This screenshot shows a form for updating student information. The 'Current Status' dropdown is set to 'Withdrawn'. A red arrow points from a callout box labeled 'Select Withdrawn' to this dropdown. Other fields include 'Current School' (Premier Academy), 'Next School', 'Sub Status', and 'Enrolled Date' (Tuesday, Oct 22, 2019).

Current School *	Premier Academy	Next School	
Current Status *	Withdrawn	Grade Level	
Sub Status		Enrolled Date	Tuesday, Oct 22, 2019

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

This is a confirmation dialog titled 'Confirm Status Change'. It contains two paragraphs of text explaining the consequences of withdrawing a student. At the bottom right, there are 'No' and 'Yes' buttons. A red arrow points from a callout box labeled 'Select "Yes"' to the 'Yes' button.

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Changing a student status to Withdrawn does not affect existing tuition or billing balances.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 Select Withdrawn Reason from the **"Withdraw Reason"** dropdown

This screenshot shows the complete form for withdrawing a student. The 'Current Status' is 'Withdrawn'. The 'Withdraw Date' dropdown is set to 'Thursday, Aug 05, 2021', with a red arrow pointing to it from a callout box labeled '1. Select Withdraw Date'. The 'Withdraw Reason' dropdown is set to 'Relocation', with a red arrow pointing to it from a callout box labeled '2. Select Withdraw Reason'. Other fields include 'Current School' (Premier Academy), 'Next School', 'Sub Status', 'Enrolled Date' (Tuesday, Oct 22, 2019), 'Graduation Date' (Friday, May 29, 2020), 'Class Year' (2020-2021), 'Student ID' (1202340), 'School UD ID' (ms 2827438), and 'Reenrollment Status' (Blocked).

Current School *	Premier Academy	Next School	
Current Status *	Withdrawn	Grade Level	
Sub Status		Enrolled Date	Tuesday, Oct 22, 2019
Placement		Graduation Date	Friday, May 29, 2020
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

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