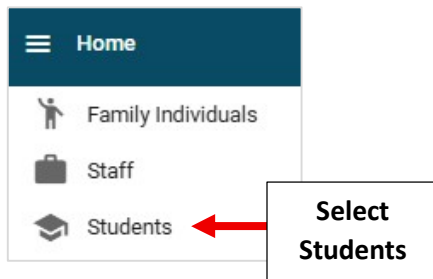
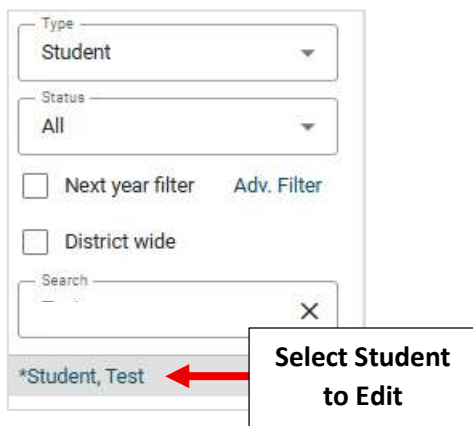


Mark Student Inactive in FACTS SIS

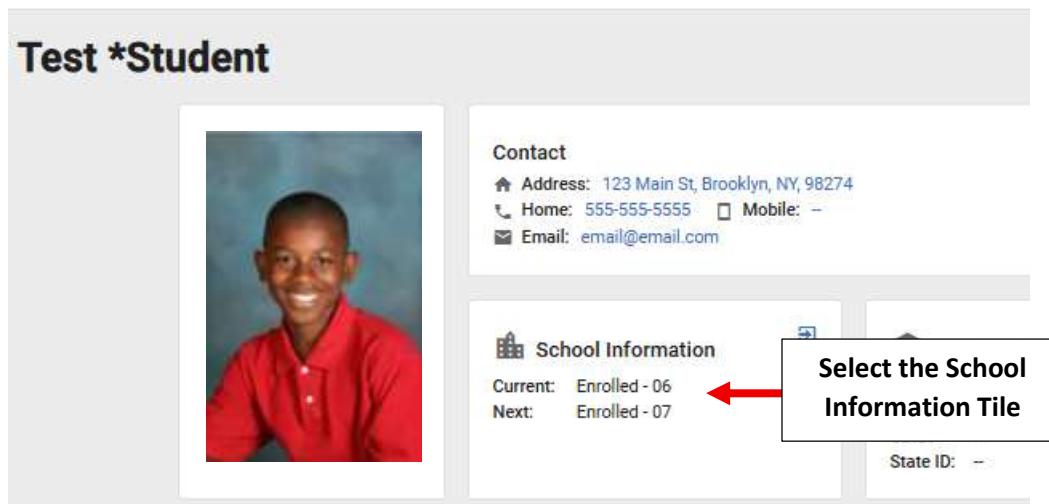
Once logged into FACTS please select **"Students"** from the Left Side Menu



Select the Student you would like to Edit



Select the **School Information** Tile



Select Inactive from the Current Status dropdown

Current School *

Premier Academy

Next School

Current Status*

Inactive

Grade Level

Next Status

Grade Level

Sub Status

Enrolled Date

Configure Sub Status

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Changing a student status to Withdrawn does not affect existing tuition or billing balances.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

To view list of Withdrawn Students select **“Inactive”** from the Status dropdown

Student

Inactive

Substatus

☐ District Wide Filter

☐ Next Year Filter

Search by name

Abraham, George

Abraham, Silas

Adams, Claire

Allison, Sebastian

Select Inactive