



School District 8
Kootenay Lake

Withdrawal Processes

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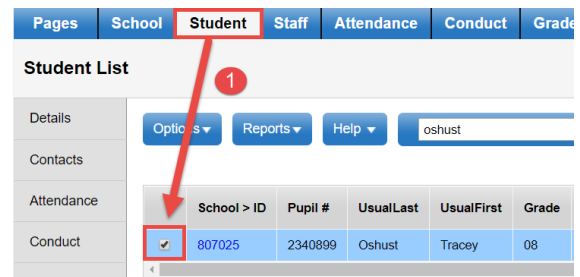
1.0 Preparing to Withdraw

Task	Navigation	To do:
	Details side tab > Demographics sub-top tab	<ul style="list-style-type: none"> • Homeroom: remove homeroom information. • Next School: remove next school value. • Lockers: remove locker information • Counsellor: remove counsellor assignments.
	Contacts side tab	<p>If the student is <i>leaving the district</i> or if their <i>destination is unknown</i>:</p> <ul style="list-style-type: none"> • Delete all contacts that are not a parent or guardian (emergency contacts, doctors, dentists, etc.). This will ensure that parent portal accounts are not transferred to a new school in error.
	Conduct side tab	<ul style="list-style-type: none"> • Determine if conduct records should be left in place or deleted. Some schools and districts will delete these records if the student is leaving the district.
	Transcript side tab	<p>Finalize transcript records:</p> <p>Set dictionary icon to All and set field set to Withdraw Field Set.</p> <p>Use Options > Modify List to:</p> <ul style="list-style-type: none"> • Final Mark: Enter a final mark of W (withdrawn) for incomplete courses. • Hide on report card: check the box so incomplete courses don't show on the report card at the new school. • Course Start Date: if blank, populate with the start of the school year. • Course End Date: enter date of withdrawal • Completion Date: enter date of withdrawal
	Schedule side tab > Requests sub-side tab	<ul style="list-style-type: none"> • Delete next year course selections so the student requests don't appear in the build year when refreshed.
	Membership side tab > Programs sub-side tab	<p>Set dictionary icon to General Program.</p> <ul style="list-style-type: none"> • End-date general student program assignments (Core French, Aboriginal programs, French Immersion, etc). <i>Do not end-date student services designations.</i>

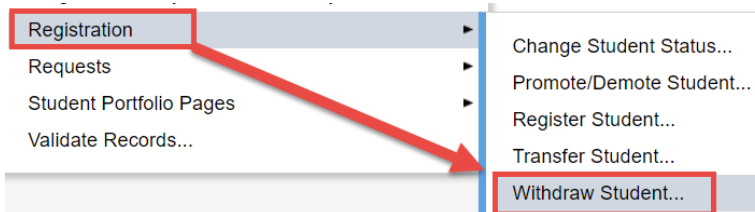
Task	Navigation	To do:
	Membership side tab > Schools sub-side tab.	<p>Check for current secondary school associations</p> <ul style="list-style-type: none"> If the student has a secondary association <u>to</u> another school, continuing with the withdrawal will create a status of <i>Active No Primary</i>. Contact the secondary school and see if the student is still active with them. <ul style="list-style-type: none"> Contact the secondary school and see if the student is still active with them. If so, the end date on the secondary school association should be changed to a current date so the student can be withdrawn. Then the secondary school can enroll the student as a Primary student (taking ownership as the Home school) If the secondary association is over, ensure the end date is a current date and continue with the withdrawal as normal.
	School top tab > Cashier's Office side tab	<ul style="list-style-type: none"> Outstanding fees should be voided or deleted as the new school will be unable to remove or process them.
	Other school withdrawal tasks	<ul style="list-style-type: none"> Run reports, review other withdrawal practices.

2.0 Withdrawing a Student



- In the **Student** top tab, check the box beside the student to be withdrawn.

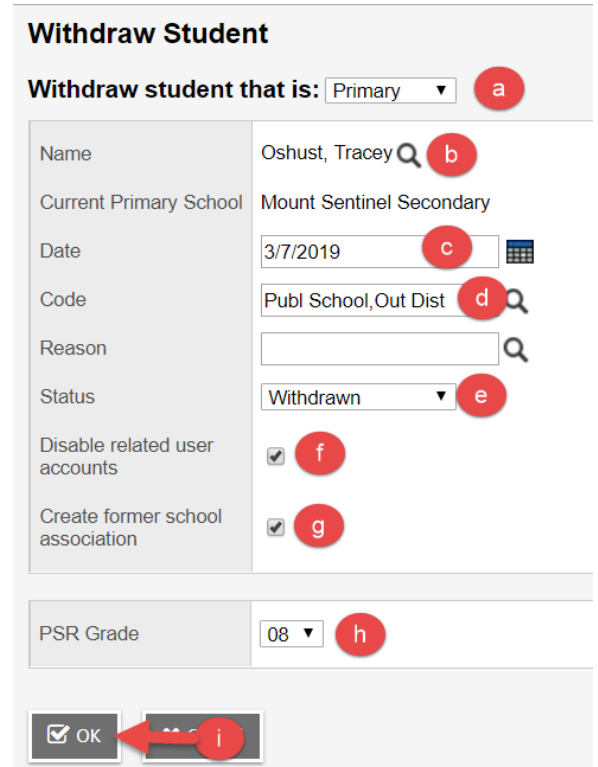


- the **Options** menu, choose **Registration > Withdraw Student**.









3. In the pop-up *Withdraw Student* window:


- a. **Withdraw student that is:** If this window appears because the student has a secondary school association, set to **Primary** if this is the student's home school. (See section on *Withdrawing Cross-Enrolled Students* if this is the student's secondary (cross-enrolled) school.
- b. **Name:** Ensure the correct student name appears. Use the  icon to choose the student for withdrawal, if necessary.
- c. **Date:** Enter the date of withdrawal.
- d. **Code:** Use the  icon to select the appropriate withdrawal code.
- e. **Status:** Set to **Withdrawn**.
- f. **Disable related user accounts:** check this box.
- g. **Create former school association:** check this box to retain access until the end of the school year.
- h. **PSR grade:** Use the drop-down menu to select the student's grade level at the time of withdrawal.




Withdraw Student

Withdraw student that is: Primary  **a**

Name	Oshust, Tracey  b
Current Primary School	Mount Sentinel Secondary
Date	3/7/2019  c
Code	Publ School, Out Dist  d
Reason	<input type="text"/> 
Status	Withdrawn  e
Disable related user accounts	<input checked="" type="checkbox"/> f
Create former school association	<input checked="" type="checkbox"/> g

PSR Grade: 08  **h**

OK  **i**

4. The student will be withdrawn and will appear in the *Withdrawn Students* and *All Students* filters until they are enrolled by another school. The student will also appear in the *Former Students* filter until the end of the current school year, if the *Create former school association* box was checked upon withdraw.

1.0 Withdrawing a Student using Transfer

Students moving between schools within a district can be transferred. The current school of record (sending school), must set the transfer fields in the **Student** top tab > **Details** for the student being transferred before the receiving school can enroll the student. When the receiving school transfers the student, an appropriate withdrawal and entry record will be automatically created for the student.

Sending School:

Student top tab > **Details** side tab

In addition, be sure to review the *Preparing to Withdraw* checklist to ensure all school-specific data tasks have been completed.

2.0 Withdrawing a Cross-Enrolled Student

A student may be attending this school as a “secondary” student, which means they have a secondary school association to this school, but a different school “owns” the student as the Primary school.

To withdraw a cross-enrolled student:

1. In the **Student** top tab, check the box beside the student that is cross-enrolled to this school and requires withdrawal. The student will have a cross-enrolled icon in their *Alerts* column and the School > Name will be different than this school.

	Name	Alerts	Gender	Pupil #	PEN	Photo	YOG	School > Name
<input type="checkbox"/>	Aukland, Rita		F			View	2020	L V Rogers Secondary





2. In the **Options** menu, click **Registration > Withdraw Student**.
 - a. **Withdraw student that is:** Use the drop-down menu to select **Secondary**.
 - b. **Name:** Confirm that the correct student is selected.
 - c. **Date:** Enter the date that the secondary school association is being terminated.
 - d. **PSR Grade:** Set to the student’s current grade level.
3. Click **OK**.



3.0 Withdrawing a Pre-Reg Student

Before withdrawing the student, be sure to review the *Preparing to Withdraw* checklist to ensure all school-specific data tasks have been completed.

1. In the **Options** menu, select **Registration > Change Student Status**.
 - a. **Name:** Select the name of the PreReg student.
 - b. **Date:** Enter the date of the change (current date).
 - c. **Status:** use the drop-down menu to change to **Active**.
 - d. **Disable related user accounts:** check the box if a MyEd BC student user account has already been created for the student.
 - e. Click **Save**.

Update Enrollment Status

Name	Oshust, Tracey 
Current Primary School	Mount Sentinel Secondary
Date	2/28/2019 
Reason	<input type="text"/> 
Status	Active 
Disable related user accounts	<input checked="" type="checkbox"/>

2. Once the status has been changed, proceed with the normal withdrawal process.

4.0 Removing Students with a Status of Active No Primary

This status occurs when a Primary (home) school withdraws a student that has an active secondary school association to another school (cross-enrolled with an end date beyond the date of withdrawal).

When the secondary (cross-enrolled) school is done with the student, they must follow the proper withdrawal process to change the student's status to Withdrawn. If they do not do this, the student will remain in the student lists of the primary school with a status of Active No Primary forever.

To remove students with a status of Active No Primary from the school, the following criteria must be met:

- Secondary association (cross-enrollment) record must have a date that is on or before the current date.
- Re-admit the student to create a status of Active.
- Withdraw the student, changing the status to Withdrawn.