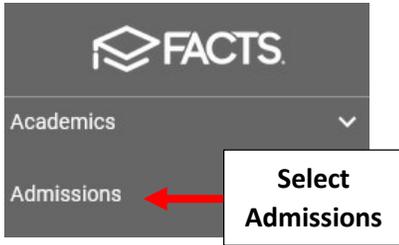# Withdrawing a Returning Student in Admissions

Once logged into FACTS please Select Admissions from the Left Side Menu

FACTS

Academics

Admissions ← **Select Admissions**

Select Returning Students

Admissions   2022-2023 T3

<   Dashboard   Application & Enrollment   New Students   Returning Students ← **Select Returning Students**

Select Renerollment Status

Grade	School	Reenrollment Status
06		Open ← **Select Renerollment Status**

Select Update Status

Reenrollment

Returning Student - Open

Status: Open

Grade: 06

UPDATE STATUS ← **Select Update Status**

Select Status Parent Withdrawn and Enter Reason for Withdrawing. Select Update Status to Save your Changes

Update Reenrollment Status

Status

Parent Withdrawn ← **1. Select Status Parent Withdrawn**

Reason

Moving ← **2. Enter Reason for Withdrawing**

Grade

PK4

Cancel   Update Status ← **3. Select Update Status to Save your Changes**