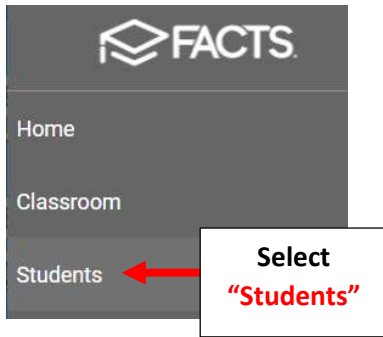
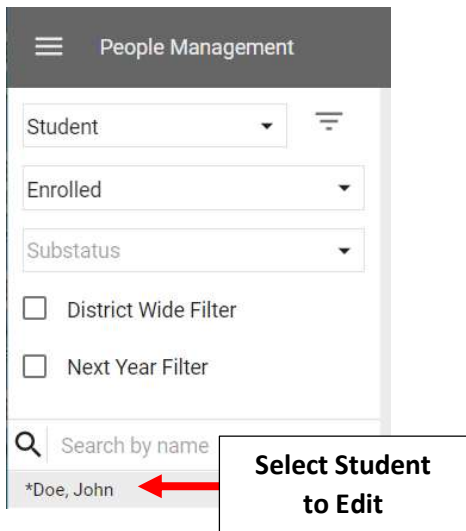


Withdraw an Active Student From FACTS SIS

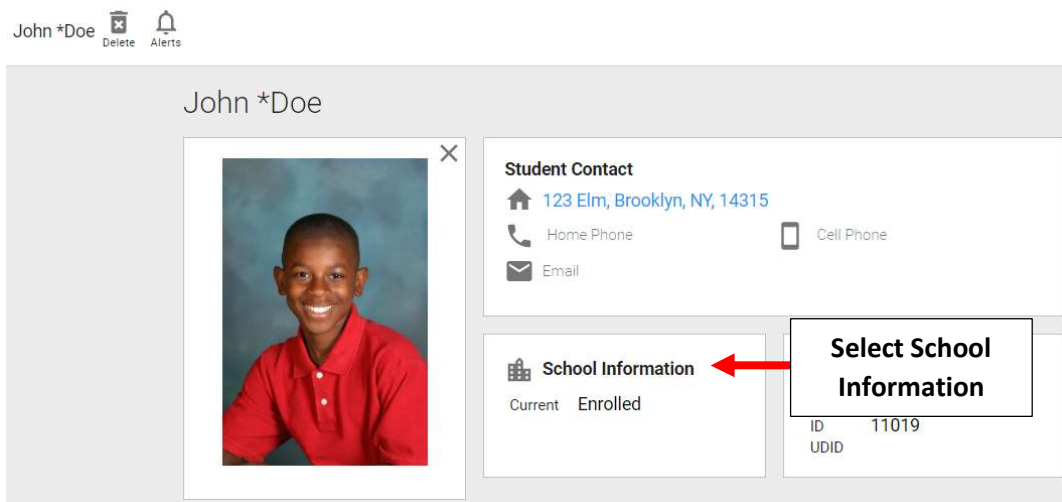
Once logged into FACTS please select **"Students"** from the Left Side Menu



Select the Student you would like to Edit



Select the **"School Information"** Tile



Select "Inactive" from the "Current Status" dropdown

A screenshot of a web form. The 'Current Status' dropdown menu is open, and 'Inactive' is selected. A red arrow points from a box labeled 'Select Inactive' to the 'Inactive' option. Other fields include 'Current School' (Premier Academy), 'Next School', 'Sub Status', and 'Enrolled Date' (Tuesday, Oct 22, 2019).

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

A dialog box titled 'Confirm Status Change'. The text asks: '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 Changing a student status to Withdrawn does not affect existing tuition or billing balances.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.' At the bottom right, there are 'No' and 'Yes' buttons. A red arrow points from a box labeled 'Select "Yes"' to the 'Yes' button.

Make Withdrawn Date **BEFORE** the first Day of School. Select Withdraw Reason. Select **Save** to **Save** your Changes

A screenshot of the 'Student School Records' form. The 'Current Status' is 'Inactive'. The 'Withdraw Date' is set to 9/4/2023. The 'Withdraw Reason' is 'Moved'. A red arrow points from a box labeled '1. Make Withdrawn Date BEFORE the first Day of School' to the 'Withdraw Date' field. Another red arrow points from a box labeled '2. Select Withdraw Reason' to the 'Withdraw Reason' field. A third red arrow points from a box labeled '3. Select Save to Save your Changes' to the 'Save' button at the bottom left.

To view list of Withdrawn Students select **"Inactive"** from the Status dropdown

Student ▼ ☰

Inactive ▼

Substatus ▼

District Wide Filter

Next Year Filter

- Abraham, George
- Abraham, Silas
- Adams, Claire
- Allison, Sebastian

Select
Inactive

