NYS Student Lite and Entry Exit - Level 0

Please Note the Following

1. **You will need to know Withdraw Dates for all students withdrawn after the 1st Day of School. A Report has been created for all schools to assist in identifying those students**
2. **Each Withdrawn Student <u>MUST</u> have a Withdraw Reason listed**
3. **Each Student withdrawn after the 1st Day of School will need to have a Tracking Entry entered**
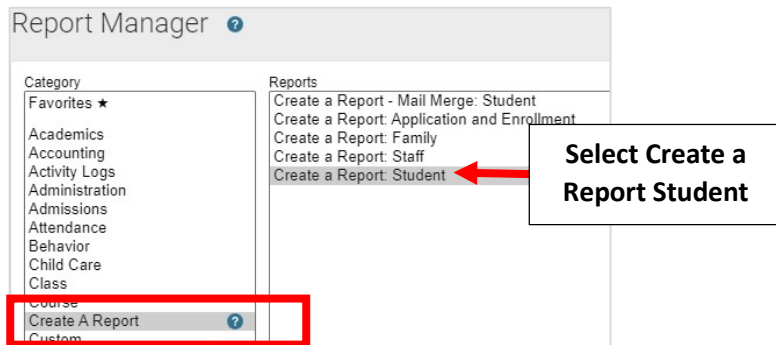4. **Run your Student Lite and Entry Exit Reports and Save files to your desktop**
    Please Note: NY State Student Lite and NY State Entry Exit must be run <u>Sequentially</u>

Step 1: Run "Student Withdrawals by Date" Report
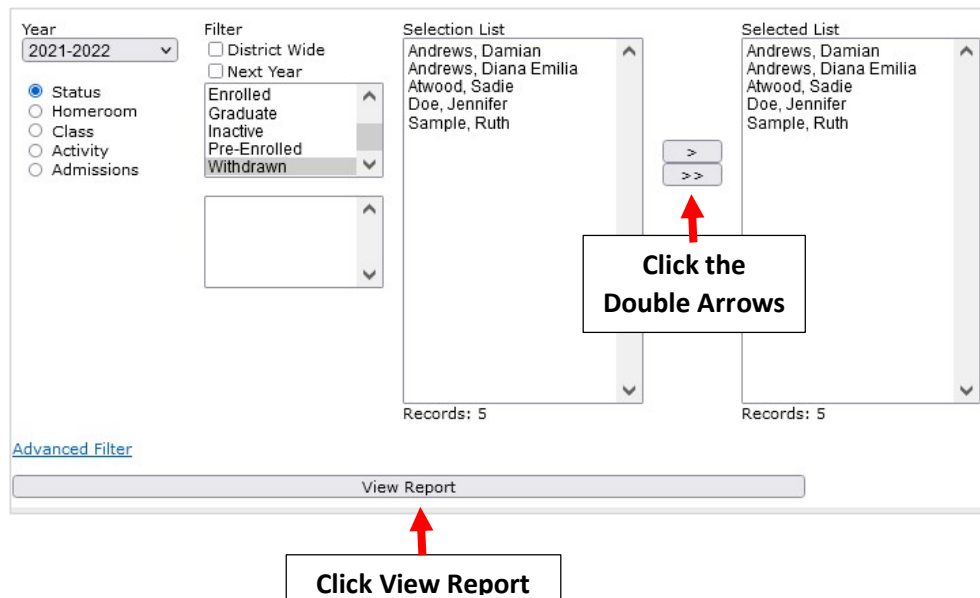
Once logged into FACTS please select Report Manager
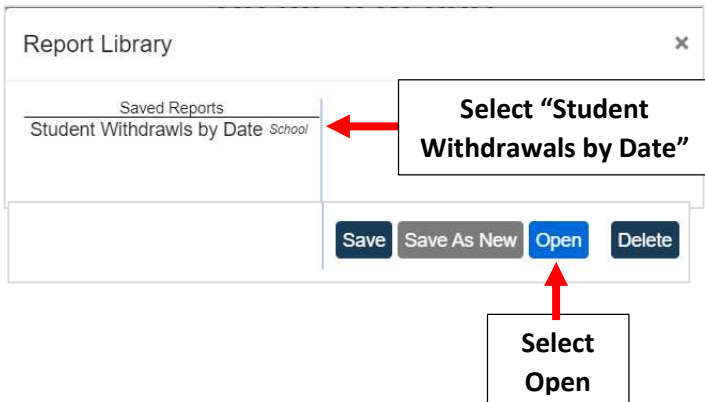

Select Create a Report > Create a Report Student

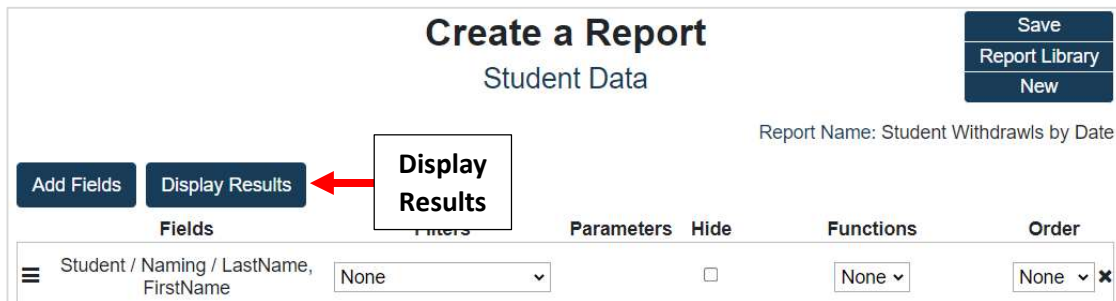**Click the Double Arrows to move all Students to "Selected List" and Click View Report**

Select "Report Library" located in Right Corner of Screen

Select "Student Withdrawals by Date"

Select Display Results

Once Report Completes Select "Export to Excel"

An Excel Document will Open. Tracking Records will need to be Entered for Students Withdrawn AFTER the First Day of School.

*__**Please Note: Missing Withdraw Reasons will need to be Updated**__*

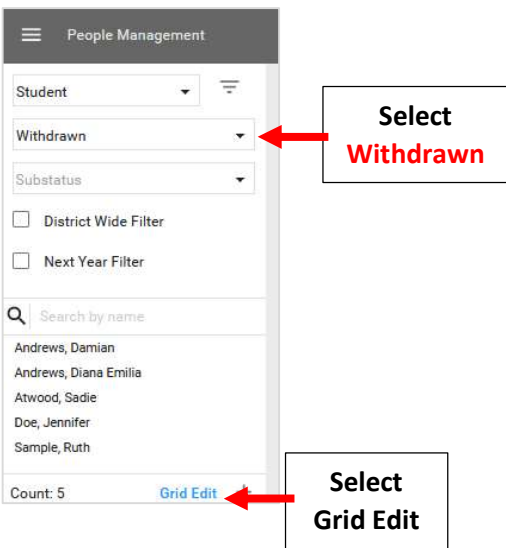| LastName FirstName	Status	Grade Level	Withdraw date	Withdraw reason	Enroll date
Doe, James	Withdrawn	2	11/08/2021	Moved	
Jones, Enily	Withdrawn	6	09/13/2021		
Smith, Patricia	Withdrawn	3	09/29/2021	Financial	
Tomas, Robert	Withdrawn	8	6/1/2021	Other	08/12/2020

Missing Withdraw Reasons Will Need to be Updated

Step 2: Update Missing Withdraw Reason

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

FACTS

Home

Classroom

Students

Families
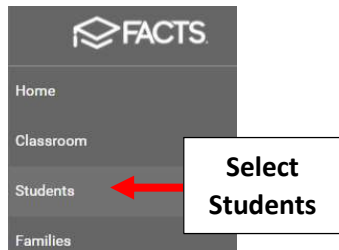
Select Students

*__**Please Note: Save Often To **__*
__Avoid Loss of Data Entered__

Select Withdrawn as the Student Status and Select Grid Edit

People Management

Student

Withdrawn

Substatus

☐ District Wide Filter

☐ Next Year Filter

🔍 Search by name

Andrews, Damian
Andrews, Diana Emilia
Atwood, Sadie
Doe, Jennifer
Sample, Ruth

Count: 5   Grid Edit

Select Withdrawn

Select Grid Edit

Select "Add Fields"

← Back to Students | Grid Edit   Choose a Template

Students Name	👥 Select Students
Abernathy, Baby	
Abraham, Sam	
Akins, Maggie	
Allison, Gabrielle	

+ Add Fields
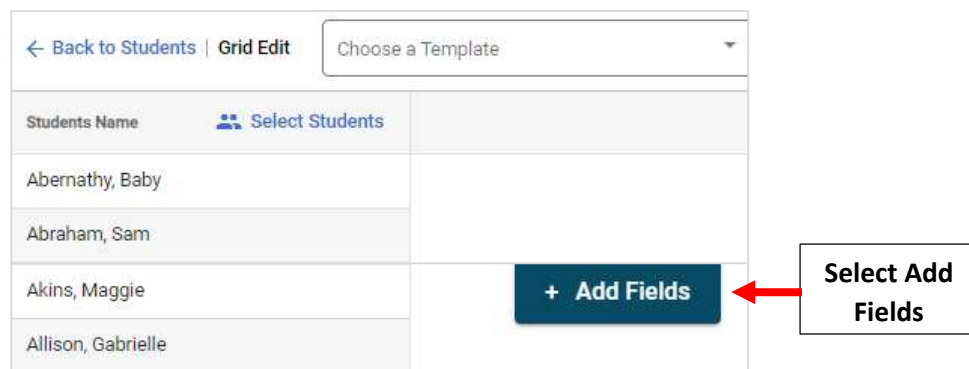
Select Add Fields

Search for the field **Withdrawn Reason** and Place a Check in front of the Field.   Click on the **Single Arrow** to move field to the Right. Select **Add Fields**

2. **Click on the Single Arrow**

Add Fields

1. **Place a Check in Field**

Available	Selected *
✅ withdraw ✕ 🔍	☐ 🔍
✅ Withdraw Reason	☐ Withdraw Reason

>

»

<

«

Records: 1   Records: 1

3. **Select Add Fields**

Add Fields

Enter Missing Data into Blank Fields, once Entered Save Button will Turn from Gray to Blue. Select **Save** to **Save Changes**

Please Note: Save Often To Avoid Loss of Data Entered

← Back | Grid Edit   Choose a Template   Unsaved template ▼   ✏️ Save as template   ↻ Start Over   ↧   **Save**

2. **Select Save to Save Changes**

Students Name	👥 Select Students	Withdraw Reason
Abernathy, Baby		Financial
Abraham, Sam		Moved
Adams, Frank		
Adams, John		Moved

1. **Enter Missing Data into Blank Fields**

If no Updates are Needed, Continue on to Step 3: Enter a Tracking Record

Step 3: Enter a Tracking Record

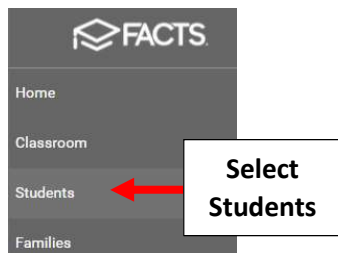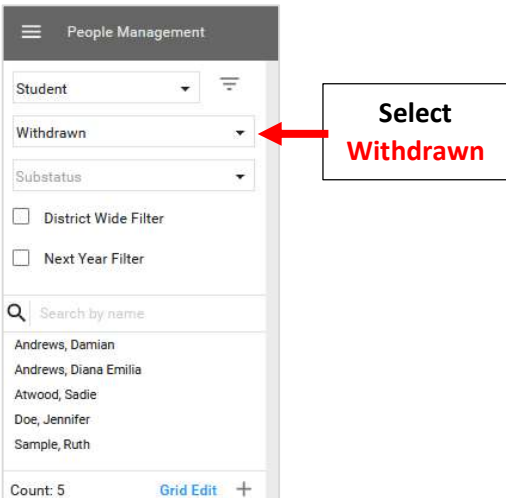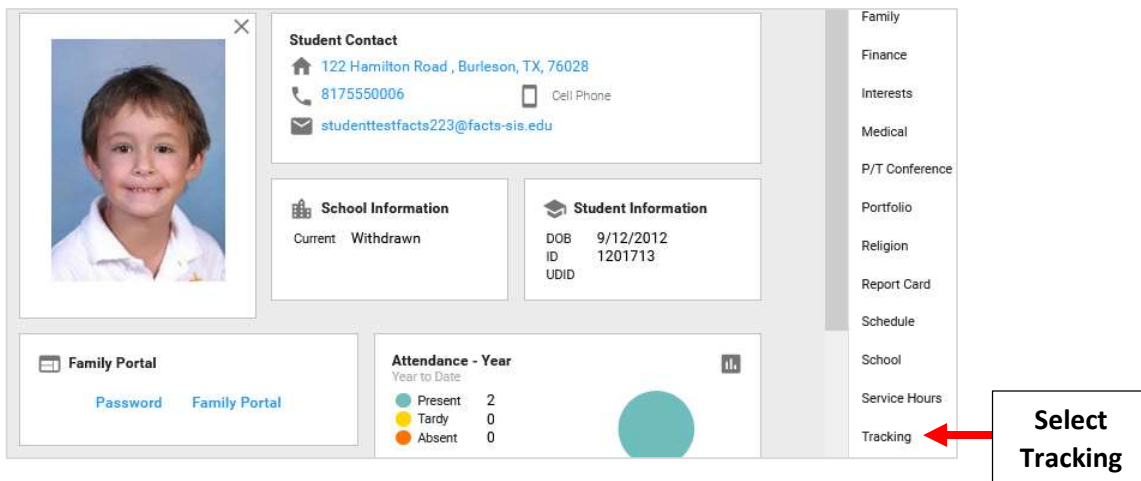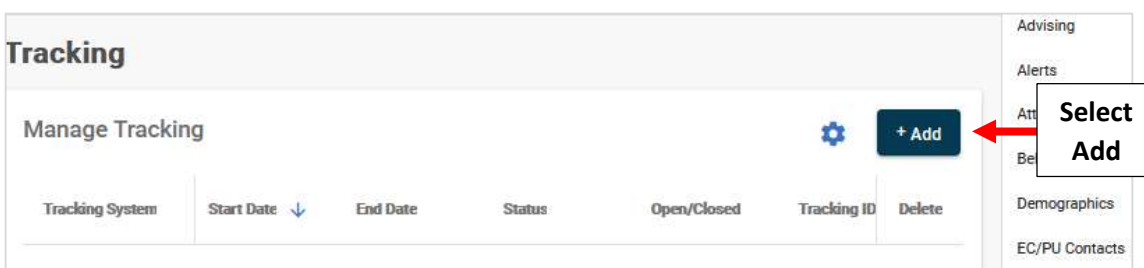**Once logged into FACTS please select Students from the Left Side Menu**

Select Withdrawn as the Student Status

Select Tracking from the Rigth Side menu

Select Add

Enter Withdrawn as Status. Click on Start Date and End Date equals the Withdraw Date from the "Student Withdrawals by Date" Report

Add Tracking

* Indicates required field

Tracking ID

1. Enter Withdrawn as Status

Status *
Withdrawn

Open

Start Date *
11/8/2021

End Date
11/8/2021

2. Start Date and End Date equals the Withdraw Date from the "Student Withdrawals by Date" Report

LastName FirstName	Status	Grade Level	Withdraw date	Withdra
Doe, James	Withdrawn	2	11/08/2021	Moved
Jones, Enily	Withdrawn	6	09/13/2021	
Smith, Patricia	Withdrawn	3	09/29/2021	Financi
Tomas, Robert	Withdrawn	8	6/1/2021	Other

Select NY State from Tracking System Dropdown.

Tracking System
NY State

Select NY State

Program Intensity   ☐ Complete   ☐ Sent

Select Exit Reason Code 1 Dropdown

Edit Tracking   ✕

SCHOOL EXIT COMMENT

☐ Complete   ☐ Sent

0/1000

Select Exit Reason Code 1

EXIT REASON CODE 1   ☐ Complete   ☐ Sent

EXIT REASON CODE 2   ☐ Complete   ☐ Sent

EXIT REASON CODE 3   ☐ Complete   ☐ Sent

Select 1 of the 6 Exit Codes Listed below:

153	Transferred to another school in this district or to an out-of-district placement*
170	Transferred to another NYS public school outside this district with documentation. Note: documentation of transfer is not required for preschool students with disabilities.
204	Transferred to a NYS religious and independent (nonpublic) school with documentation
221	Transferred to a school outside NYS with documentation. Note: documentation of transfer is not required for preschool students with disabilities.
238	Transferred to homebound instruction provided by this district
255	Transferred to home schooling by parent or guardian

Add Tracking ✕

0/1000

SCHOOL EXIT COMMENT

☐ Complete   ☐ Sent

0/1000

EXIT REASON CODE 1

Select Exit Code →

153 (Transferred to another school in this district ...   ☐ Complete   ☐ Sent

170 (Transferred to another NYS public school out...   ☐ Complete   ☐ Sent

204 (Transferred to a NYS religious and independ...

221 (Transferred to a school outside NYS with do...   ☐ Complete   ☐ Sent

238 (Transferred to homebound instruction provid...

255 (Transferred to home schooling by parent or g...   ☐ Complete   ☐ Sent

Select Add Tracking

Add Tracking ✕

☐ Complete   ☐ Sent

0/1000

EXIT REASON CODE 1
170 (Transferred to another NYS public school out... ▼   ☐ Complete   ☐ Sent

EXIT REASON CODE 2   ☐ Complete   ☐ Sent

0/1000

EXIT REASON CODE 3   ☐ Complete   ☐ Sent

0/1000

PROGRAM ELIGIBILITY CODE 1   ☐ Complete   ☐ Sent

0/1000

PROGRAM ELIGIBILITY CODE 2   ☐ Complete   ☐ Sent

0/1000

Cancel   **Add Tracking**   ← **Select Add Tracking**

You will now see the Tracking Record Listed. Double Click on Tracking Record to Open it.

**Tracking**

Manage Tracking   ⚙   **+ Add**

Tracking System	Start Date ↓	End Date	Status	Open/Closed	Tracking ID	Notes	Delete
NY State	Nov 08, 2021	Nov 08, 2021	with		7		🗑

Double Click on Tracking Record ←

Click on Slide Bar to Change Status to Close

Edit Tracking   ✕

* Indicates required field

Tracking ID
8

Status *
Withdrawn   🟢 Open

Start Date *
11/8/2021   📅

End Date
11/8/2021

↑ **Click on Slide Bar to Change Status to Close**

Scroll down to Exit Reason Code that was just entered and Click on Complete. Click on Slide Bar to Change Status to Close.   Select Save to Save your Changes

Edit Tracking   ✕

☐ Complete   ☐ Sent

0/1000

SCHOOL EXIT COMMENT   ☐ Complete   ☐ Sent

0/1000

EXIT REASON CODE 1
170 (Transferred to another NYS public school out... ▼   ☑ Complete

Click on Complete ←

PROGRAM ELIGIBILITY CODE 1   ☐ Complete   ☐ Sent

0/1000

Cancel   **Save**

← **Select Save to Save your Changes**

Tracking Record will now Display

Step 4: Run the Student Lite and Entry Exit Reports

Select **Report Manager**

Select Custom > NY State Report Student Lite and Click View Report

Please Note: NY State Student Lite and NY State Entry Exit must be run Sequentially

Select **Custom**

Select NY State Report Student Lite
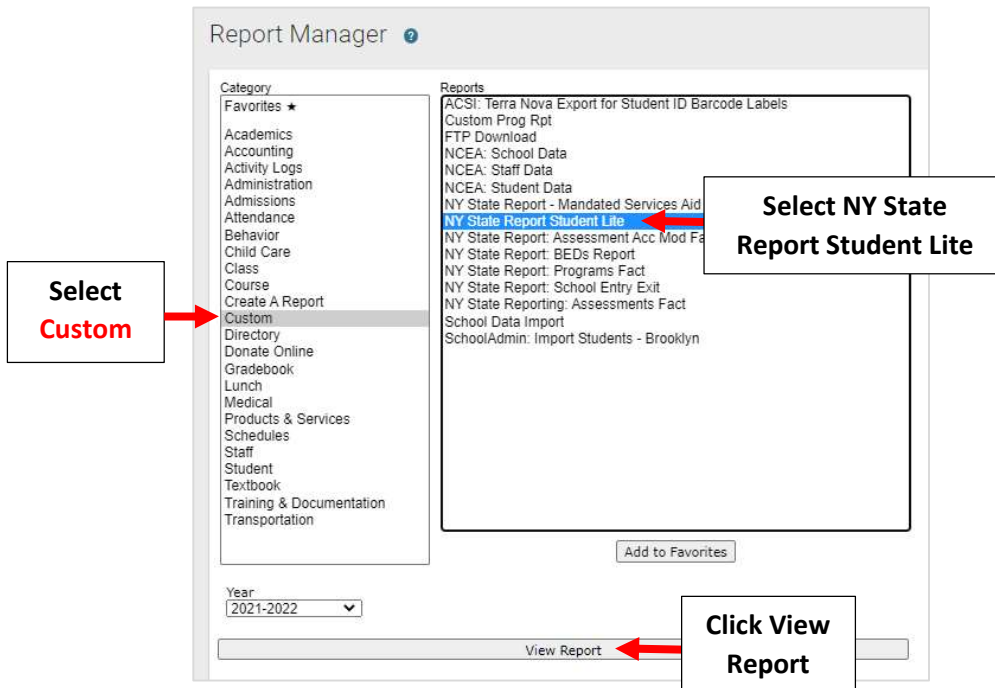
Click View Report

A CSV File named "StudentLite.csv" will download. Please save this to your desktop to Upload to NY State

StudentLite.csv

Year
2021-2022

View Report

StudentLite (1).csv ← **Save File to your Desktop**

Select NY State Report School Entry Exit and Click View Report

Please Note: NY State Student Lite and NY State Entry Exit must be run Sequentially

Report Manager

Category
Favorites ★
Academics
Accounting
Activity Logs
Administration
Admissions
Attendance
Behavior
Child Care
Class
Course
Create A Report
Custom
Directory
Donate Online
Gradebook
Lunch
Medical
Products & Services
Schedules
Staff
Student
Textbook
Training & Documentation
Transportation

Reports
ACSI: Terra Nova Export for Student ID Barcode Labels
Custom Prog Rpt
FTP Download
NCEA: School Data
NCEA: Staff Data
NCEA: Student Data
NY State Report - Mandated Services Aid
NY State Report Student Lite
NY State Report: Assessment Acc Mod Fact
NY State Report: BEDs Report
NY State Report: Programs Fact
NY State Report: School Entry Exit
NY State Reporting: Assessments Fact
School Data Import
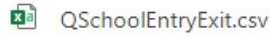SchoolAdmin: Import Students - Brooklyn

NY State Report School Entry Exit

Add to Favorites

Year
2021-2022

View Report ← **Click View Report**

A CSV File named "QSchoolEntryExit.csv" QSchoolEntryExit.csv will download. Please save this to your desktop to Upload to NY State

Year
2021-2022

View Report

QSchoolEntryExit.csv ← **Save File to your Desktop**

Files are now ready for upload to BOCES