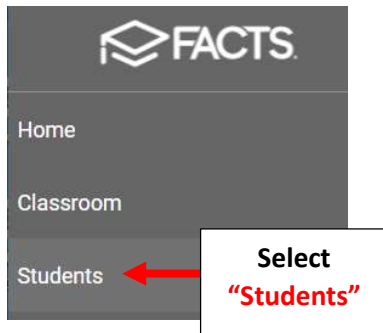


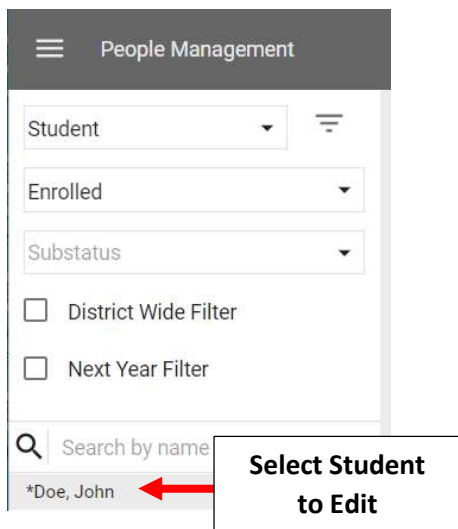
# Progression-Withdraw a Student From FACTS SIS

**\*\*Please Note: Update Student Admission Record to "Parent Withdrawn" Before Updating Student Profile**

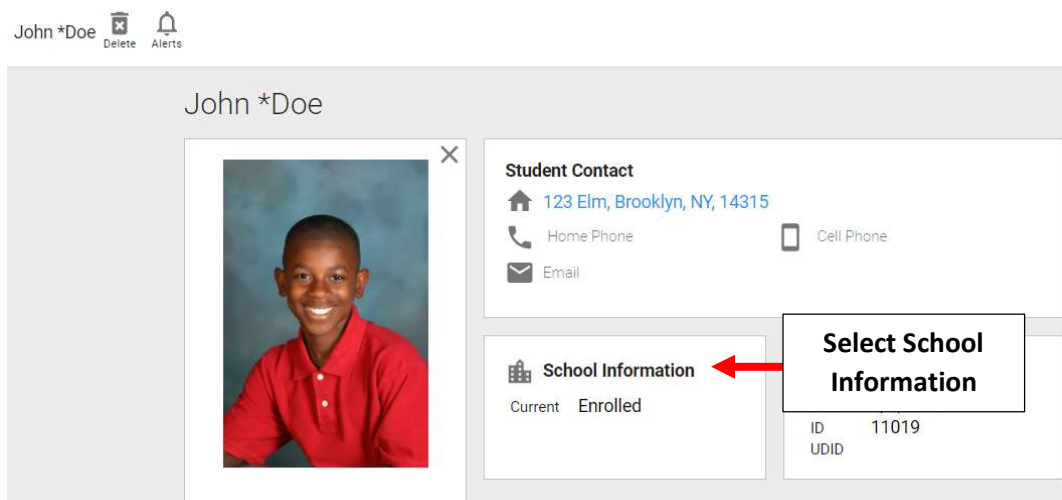
Once logged into FACTS please select **"Students"** from the Main Menu



Select the **Student** you would like to Edit




Select the **"School Information"** Tile



Verify **“Withdrawn”** is Selected from the **“Next Status”** dropdown and Grade Level is Cleared

Current Status * Enrolled	Next Status * Withdrawn	Select Withdrawn
Grade Level * 05	Grade Level	Grade Level is Cleared
Sub Status	Enrolled Date * 9/4/2019	

Select **“Withdraw Date”** dropdown to choose Withdraw Date. Select Withdraw Reason from the **“Withdraw Reason”** dropdown. Select **Save** to **Save** your Changes

Current School * Premier Academy	Next School		
Current Status * Withdrawn	Grade Level	Next Status	Grade Level
Sub Status	Enrolled Date Tuesday, Oct 22, 2019	Select Withdraw Date	
Placement	Graduation Date Friday, May 29, 2020	Class Year	
Student ID 1202340	Withdraw Date Thursday, Aug 05, 2021	Select Withdraw Reason	
School UD ID ms 2827438	Withdraw Reason Relocation		
Student ID 1202340	Withdraw Date Thursday, Aug 05, 2021		
School UD ID ms 2827438	Withdraw Reason Relocation		
Reenrollment Status Blocked	School Year 2020-2021		
Select <b>Save</b> to <b>Save</b> your Changes			

To view list of Withdrawn Students select **“Withdrawn”** from the Status dropdown

☰ People Management

Student ▾

Withdrawn ▾

Substatus ▾

District Wide Filter

Next Year Filter

🔍 Search by name

\*Doe, John  
Smith, Bob

Select  
Withdrawn