

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 You will need to know Withdraw Dates for all students withdrawn after the 1st Day of School.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 Each Withdrawn Student **MUST** have a Withdraw Reason listed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 Each Student withdrawn after the 1st Day of School will need to have a Tracking Entry entered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

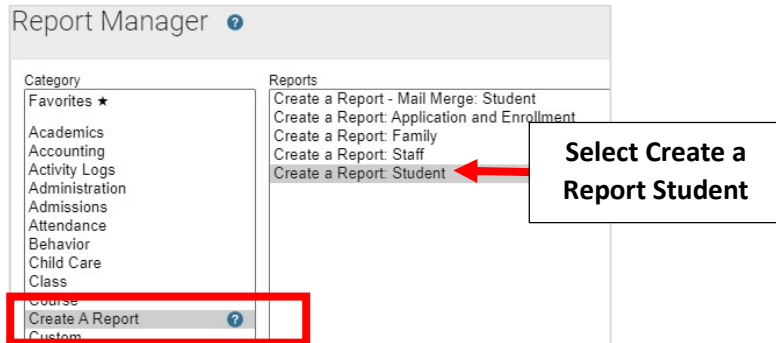
****Please Note: NY State Student Lite and NY State Entry Exit must be run Sequentially****

Step 1: Run "Student Withdrawals by Date" Report

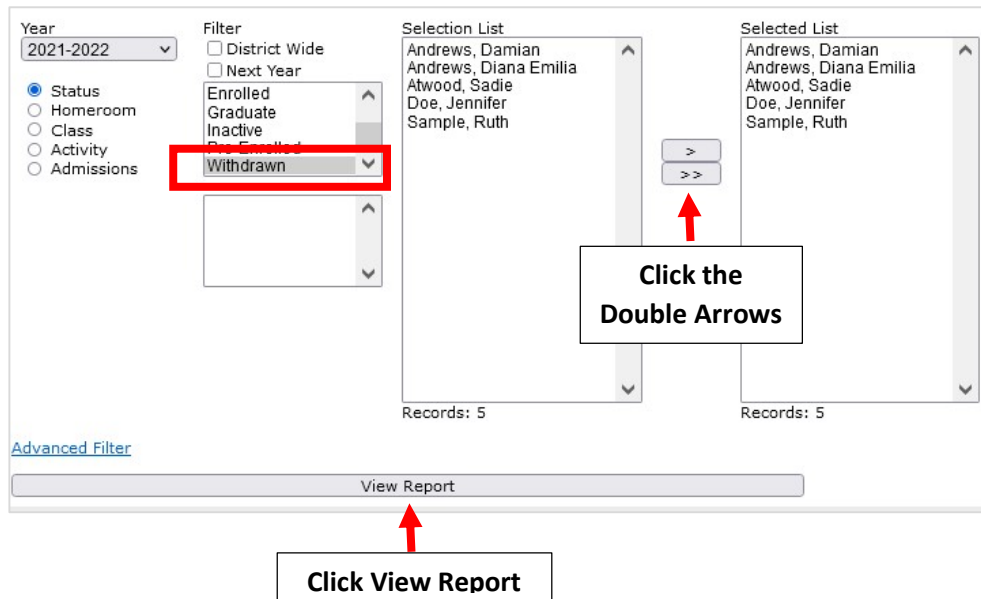
Once logged into FACTS please select **Report Manager**



Select Create a Report > Create a Report Student



Select **Withdrawn** as Filter and Click the Double Arrows to move all Students to "Selected List" and Click **View Report**



Select **“Report Library”** located in Right Corner of Screen

Create a Report
Student Data

Save
Report Library
New

Report Name: Untitled

Add Fields Display Results

Select **Report Library**

Select **“Student Withdrawals by Date”**

Report Library

Saved Reports

Student Withdrawals by Date *School*

Save Save As New Open Delete

Select **“Student Withdrawals by Date”**

Select **Open**

Select **Display Results**

Create a Report
Student Data

Save
Report Library
New

Report Name: Student Withdrawals by Date

Add Fields Display Results

Display Results

Fields Filters Parameters Hide Functions Order

Student / Naming / LastName, FirstName None ▾ None ▾ None ▾ ✕

Once Report Completes Select **“Export to Excel”**

Back to Filters Export to Excel Export to CSV Print

Export to Excel

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 Tracking Records will need to be Entered for Students Withdrawn **AFTER** the First Day of School.

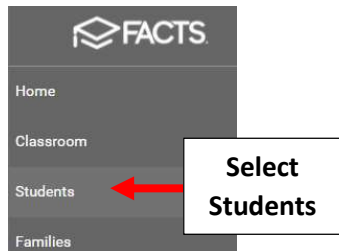
****Please Note: Missing Withdraw Reasons will need to be Updated****

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

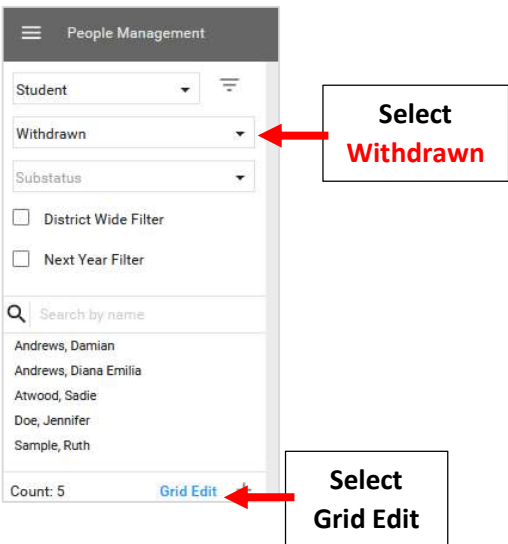
Step 2: Update Missing Withdraw Reason

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



****Please Note: Save Often To **
Avoid Loss of Data Entered**

Select **Withdrawn** as the Student Status and Select **Grid Edit**



Select the **"Add Fields"**



Place a Check in front of the Fields: **Last Name, First Name, Withdraw Reason** and Click on the **Single Arrow** to move fields to the Right

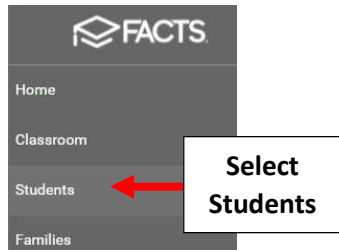
Select **Add Fields**

Select Dropdown to **Update Withdraw Reason**. Select **Save** to **Save** your Changes. If no Updates are Needed, s Continur on to Step 3: Enter a Tracking Record

Student Name	Last Name (*)	First Name (*)	Withdraw Reason
Andrews, Damian	Andrews	Damian	Moved
Andrews, Diana	Andrews	Diana	
Atwood, Sadie	Atwood	Sadie	
Doe, Jennifer	Doe	Jennifer	Moved
Sample, Ruth	Sample	Ruth	

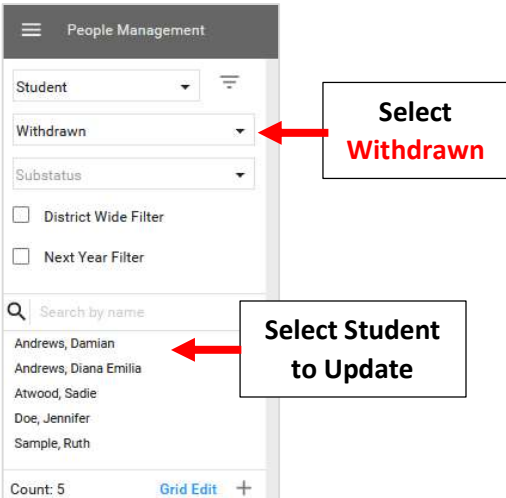
Step 3: Enter a Tracking Record

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

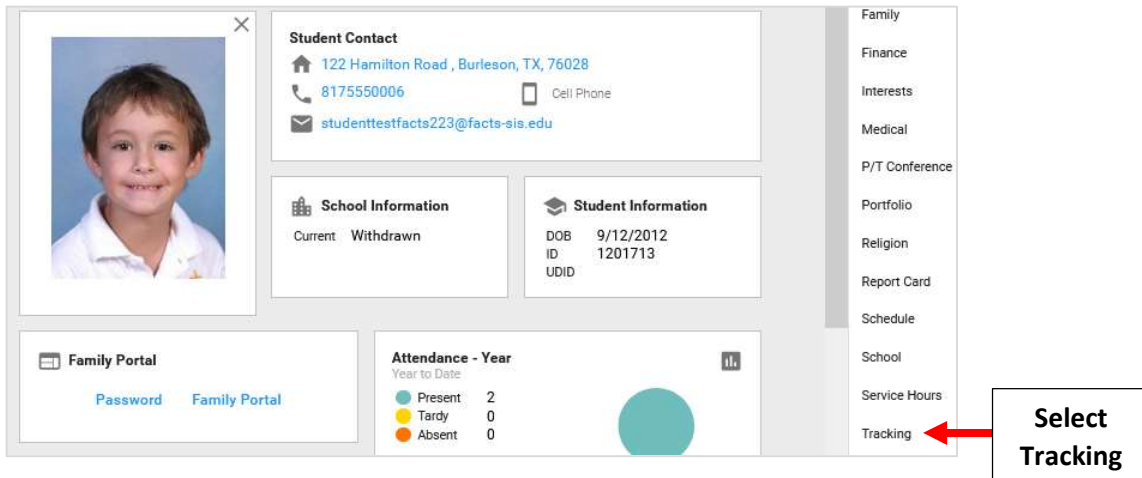


****Please Note: Save Often To **
Avoid Loss of Data Entered**

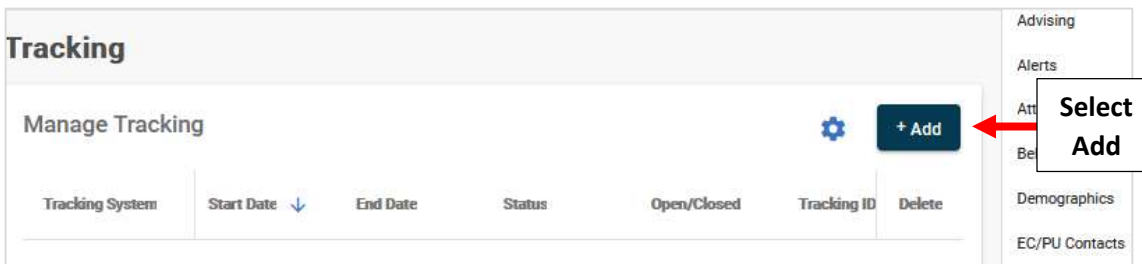
Select **Withdrawn** as the Student Status and **Select Student** to Update



Select **Tracking** from the Right 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

Status * Open

Start Date *

End Date

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

LastName	FirstName	Status	Grade Level	Withdraw date	Withdraw
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

Program Intensity

Complete Sent

Select **Exit Reason Code 1** Dropdown

Edit Tracking ×

SCHOOL EXIT COMMENT Complete Sent

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

Select Exit Code

The 'Add Tracking' dialog box contains several text input fields, each with a '0/1000' character count and a 'Complete' checkbox. The first field is labeled 'SCHOOL EXIT COMMENT'. Below it is 'EXIT REASON CODE 1', which has a dropdown menu open. The dropdown list includes the following options:

- 153 (Transferred to another school in this district ...)
- 170 (Transferred to another NYS public school out...)
- 204 (Transferred to a NYS religious and independ...)
- 221 (Transferred to a school outside NYS with do...)
- 238 (Transferred to homebound instruction provid...)
- 255 (Transferred to home schooling by parent or g...)

 A red arrow points from a callout box labeled 'Select Exit Code' to the '170' option in the dropdown.

Select Add Tracking

The 'Add Tracking' dialog box is shown with the 'EXIT REASON CODE 1' dropdown menu set to '170 (Transferred to another NYS public school out...'. Below this are fields for 'EXIT REASON CODE 2', 'EXIT REASON CODE 3', 'PROGRAM ELIGIBILITY CODE 1', and 'PROGRAM ELIGIBILITY CODE 2', each with a '0/1000' character count and a 'Complete' checkbox. At the bottom right, there are 'Cancel' and 'Add Tracking' buttons. A red arrow points from a callout box labeled 'Select Add Tracking' to the 'Add Tracking' button.

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	Withdrawn	<input checked="" type="checkbox"/>	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	<input checked="" type="checkbox"/> 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 ✕

<input type="text"/>	<input type="checkbox"/> Complete	<input type="checkbox"/> Sent
SCHOOL EXIT COMMENT	<input type="checkbox"/> Complete	<input type="checkbox"/> Sent
EXIT REASON CODE 1 170 (Transferred to another NYS public school out...)	<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Sent
PROGRAM ELIGIBILITY CODE 1	<input type="checkbox"/> Complete	<input type="checkbox"/> Sent

Click on Complete

Select Save to Save your Changes

Tracking Record will now Display

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	Withdrawn	Closed	7		