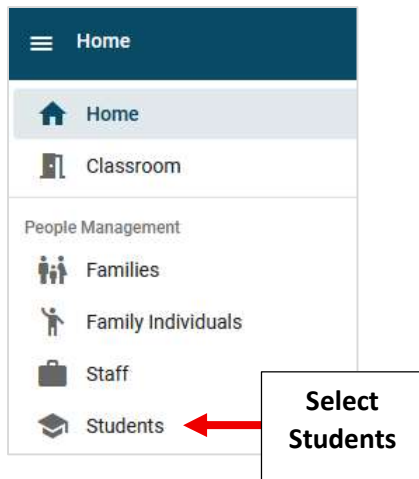


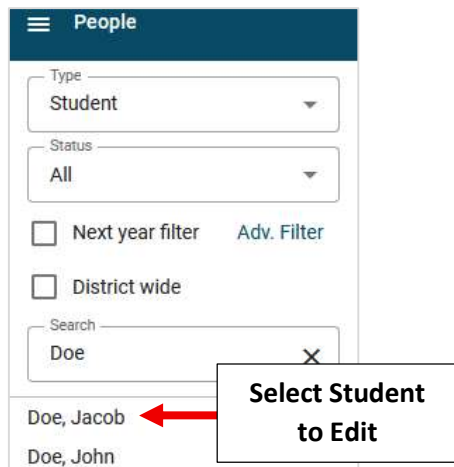
# Progression-Withdraw a Student From FACTS SIS

***\*\*Please Note: Update Student Admission Record to "Parent Withdrawn" Before Updating Student Profile***

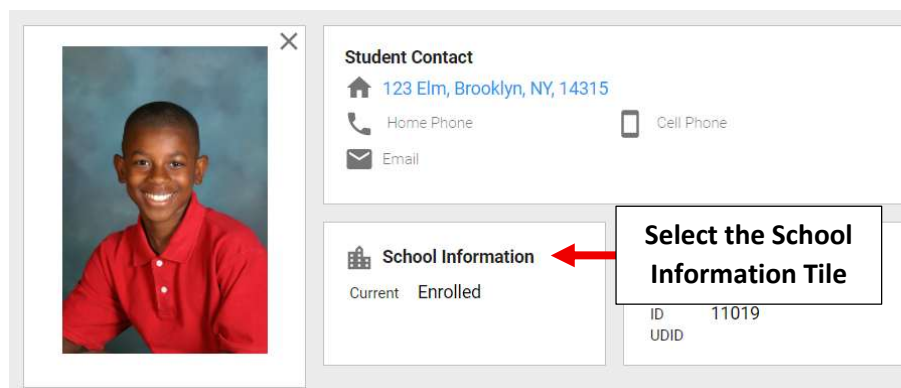
Once logged into FACTS please select **Students** from the Main Menu



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Verify **“Withdrawn”** is Selected from the **“Next Status”** dropdown and Grade Level is Cleared

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 Select Withdrawn Reason from the **“Withdraw Reason”** dropdown.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

The screenshot displays the 'School' management interface, specifically the 'Student School Records' section. The form is divided into two main columns. The left column contains fields for 'Current School' (Premier Academy), 'Current Status' (Enrolled), 'Current Grade Level' (06), 'Sub Status', 'Placement', 'Student ID' (1202621), and 'School UD ID'. The right column contains fields for 'Next School' (Premier Academy), 'Next Status' (Withdrawn), 'Next Grade Level' (Cleared), 'Enrolled Date' (5/), 'Withdraw Date' (6/20/2025), 'Withdraw Reason' (Moved), 'Reenrollment Status', and 'School Year' (2024-2025). A 'Save' button is located at the bottom left. Five numbered instructions with red arrows point to specific fields: 1. Select Withdrawn (Next Status), 2. Clear Grade Level (Next Grade Level), 3. Select Withdraw Date (Withdraw Date), 4. Select Withdraw Reason (Withdraw Reason), and 5. Select Save to Save your Changes (Save button).

**1. Select Withdrawn**

**2. Clear Grade Level**

**3. Select Withdraw Date**

**4. Select Withdraw Reason**

**5. Select Save to Save your Changes**

To view list of Withdrawn Students select **“Withdrawn”** from the Status dropdown

The screenshot shows a 'School' management interface with a 'Status' dropdown menu. The dropdown is open, showing 'Withdrawn' as the selected option. A red arrow points from the 'Withdrawn' option to a box labeled 'Select Withdrawn'.

**Select Withdrawn**