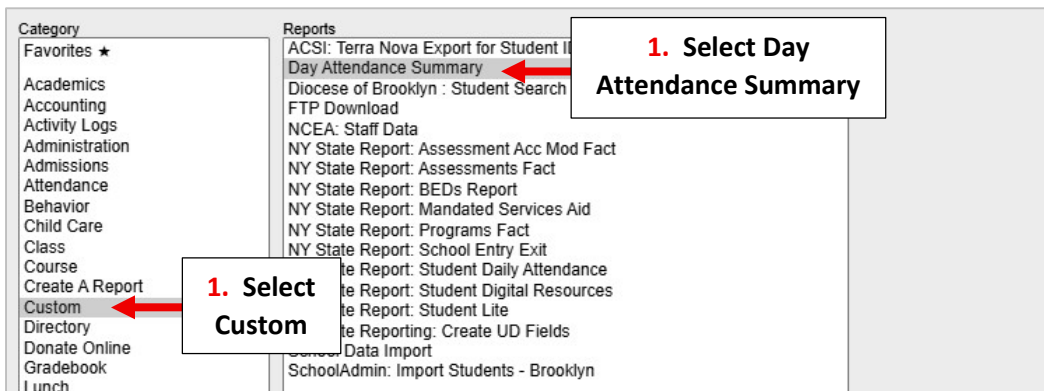# Enter a Tracking Record in FACTS SIS

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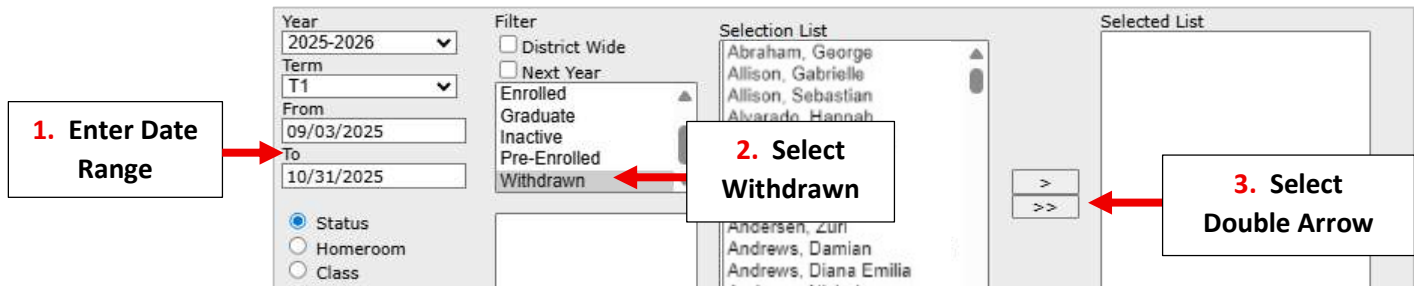
Once logged into FACTS please select Report Manager

Select **Report Manager**

Select Custom > Day Attendance Summary

1. Select Day Attendance Summary

1. Select Custom

Enter Date Range and Filter by Withdraw. Select double Arrow

1. Enter Date Range

2. Select Withdrawn

3. Select Double Arrow

**Report will Display the Students Withdrawn during Date Range selected**

Withdrawn Students

Date: 09/03/2025 - 09/29/2025

| Name	Grade	03	04	05	06	07	08	09	10	11	12	13	14	15
Doe, Janet		A	A	A	A			A	A	A	A			
Doe, Jane		A	A	A				A	A	A	A	A		
Doe, John		P	P	P				P	P	P	A	P		
		1	1	1				1	1	1		1		

Total Students: 3
School Days: 7
Average Daily Attendance (total present/number of days with attendance): 0.7
Percent Present (total present/total attendance marks taken): 36.67%

Printed Date: 09/28/2025
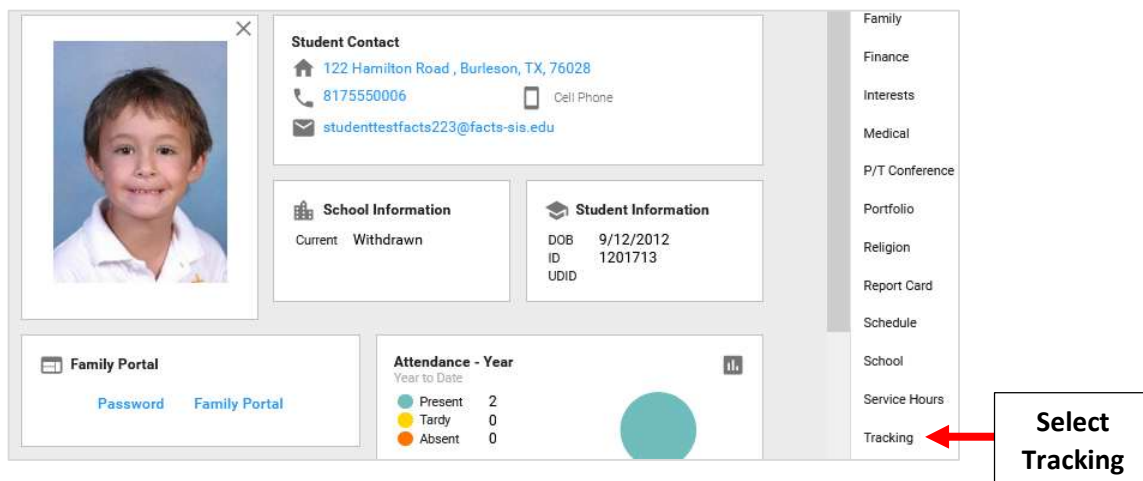
Step 2: Enter Tracking Record
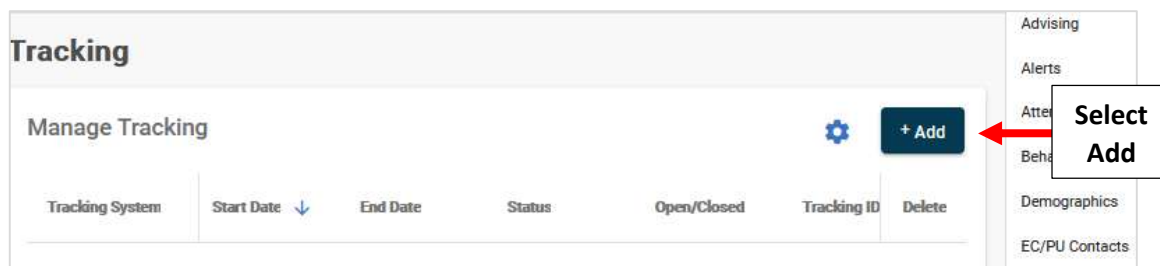
Select Students from Main Menu
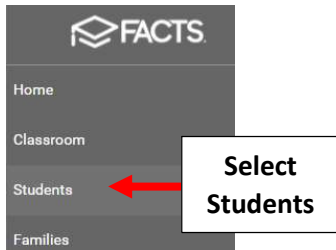
Select
Students

Select Withdrawn as the Student Status and Select Student to Update

Select
Withdrawn

Select Student
to Update
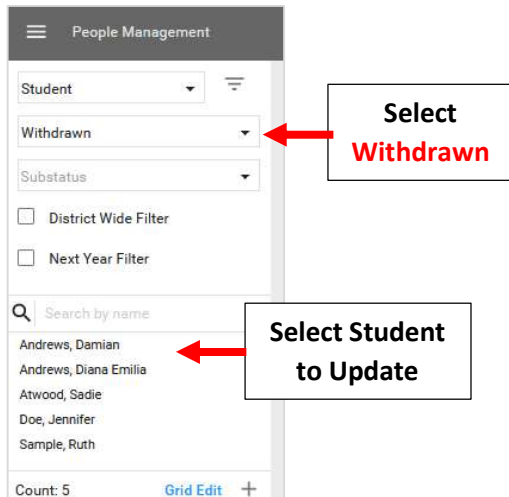
Select Tracking from the Rigth Side menu

Select
Tracking

Select Add

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Enter Withdrawn as Status.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

1. **Enter Withdrawn as Status**

Tracking ID

Status*
Withdrawn

Open

Start Date*
9/29/2025

End Date
9/29/2025

2. **Start Date and End Date equals the Withdraw Date**

Tracking System
NY State

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 5 Exit Codes Listed below:

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 →

Add Tracking   ✕

0/1000

SCHOOL EXIT COMMENT   ☐ Complete   ☐ Sent

0/1000

EXIT REASON CODE 1

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

170 (Transferred to another NYS public school out...

204 (Transferred to a NYS religious and independ...   ☐ Complete   ☐ Sent

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.

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

Tracking Record will now Display as Closed

Tracking

Manage Tracking

⚙ Configure   **+ Add Tracking**

Tracking System	Start Date ↓	End Date	Status	Open/Closed	Tracking ID	Delete
NY State	Sep 29, 2025	Sep 29, 2025	Withdrawn	Closed	108	🗑

Tracking Record will now Display as Closed