



# Withdrawal

## Active Withdraw from Primary School

When withdrawing a student, options are presented based on the student status within the school.

### Withdraw Wizard

The Withdraw Wizard is used for students who:

1. Have an **Active** status who are **Primary** to the school (only enrolled in one school)
2. Have an **Active No Primary** status that are **Secondary** to the school
3. Have an **Active** status who are **Secondary** to the school

Please see the check list to ensure all steps have been taken prior to withdrawing.

<input type="checkbox"/> Remove emergency contacts <input type="checkbox"/> Remove fees <input type="checkbox"/> Remove homeroom <input type="checkbox"/> Remove locker information <input type="checkbox"/> Remove bus information <input type="checkbox"/> Remove student group memberships <input type="checkbox"/> Remove Next School > Name <input type="checkbox"/> Update transcript record <input type="checkbox"/> End date all programs (except designations) you have assigned to the student unless they will be continuing through a Secondary School Association <input type="checkbox"/> If using, update conduct records and remove according to district policies	<input type="checkbox"/> Check Membership & gr; Enrolment & Schools Tab <input type="checkbox"/> Disable related user accounts for students and contacts <input type="checkbox"/> Enter PSR grade in membership record <input type="checkbox"/> Print PSR for student file <input type="checkbox"/> Withdraw the student and create a Former School Association <input type="checkbox"/> Update PSR inclusions <input type="checkbox"/> Check the "Former" Student Filter to ensure that the student appears (anytime between September - July of the current school year) <input type="checkbox"/> View the Permanent Student Record to ensure that all Withdrawal information is correct
---	---

When withdrawing a student, complete the following:

#### 1. Active Status Who are Primary to the School

School View > Student top tab

- Select the student
- Options > Registration > Withdraw Student
- (If the student was not selected prior to opening the wizard)
  - **Withdraw student that is:** Primary
  - **Name** - select the student from the pick list
- **Date** - Enter the date of withdrawal
- **Code** - select from the pick list (use the below list first, with a few exceptions)
  - Public School Out Dst (within BC)
  - School Out of Prov (rest of Canada)
  - School Out of Country (out of Canada)
  - No show (usually for pre-registered students such as kindergartens who do not show up)

- **Reason** - DO NOT USE
- **Status** - Select the correct status from the pick list
  - **Active no Primary** - primary student no longer active in this school, with open secondary school associations and it has been determined this school will remain the school of record with the Ministry of Education for TRAX
  - **Graduate** - primary student that has satisfied graduation requirements and has completed schooling
  - **Withdrawn** - primary student with no open secondary school associations
- **Disable related user accounts** - select if the student user account is to be disabled. Before selecting this option be sure to check with secondary schools to determine whether to disable portal accounts
- **Create former school association** - select if the school wants the ability to view, print report cards, PSR or other reports and edit course related information after withdrawal. The student will be visible when using the Former Student filter. A former school association will remain until the end of the current school year
- **PSR grade** - Select the PSR grade that will show as the exit grade on the Permanent Student Record in the Record of Schooling section
- Click **OK**