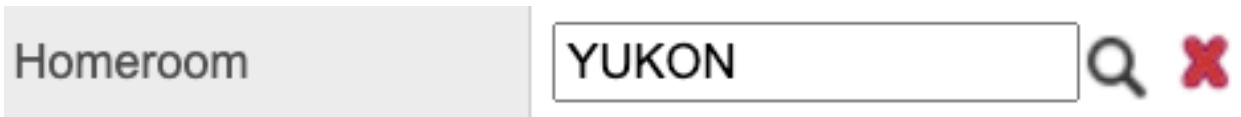


ASPEN GUIDE

Yukon Student Advocacy

Students who are no longer attending our schools will continue to be tracked in Aspen, instead of being Withdrawn.

1. In the demographics of the student, go to the Homeroom field and type "YUKON":



The image shows a software interface with a search field. On the left, there is a grey button labeled "Homeroom". To its right is a white text input field containing the text "YUKON". To the right of the input field are two icons: a magnifying glass (search) and a red "X" (clear).

2. For each scheduled course for the student, enter a W (for Withdraw) in the Final mark column, and Post Grades.
3. Drop all courses in the student schedule Workspace.