Summer Withdrawals

Students that complete the school year and do not return for the next school year are considered "summer withdrawals." These students must be withdrawn and reported in the October 1 SIMS report as a "summer transfer."

The method of withdrawing a student depends on whether you are withdrawing them before or after you have rolled over your database to the new school year.
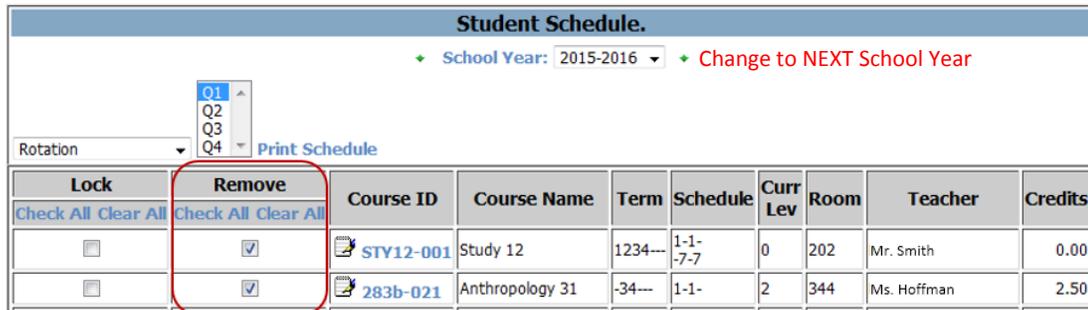
Withdrawing a Student <u>BEFORE</u> Rolling Your Database Over to the New School Year
This means the database is still set to the same School Year that the student was last enrolled in.

NOTE: Students should NOT be withdrawn until AFTER the End of Year SIMS report has been completed.

1. **Check for a Student Schedule**
   - Go to Scheduling System > Modify Schedules > select student to view.
   - Change School Year to the NEXT school year.
   - Check Remove box to delete any courses scheduled since they will not be enrolled.
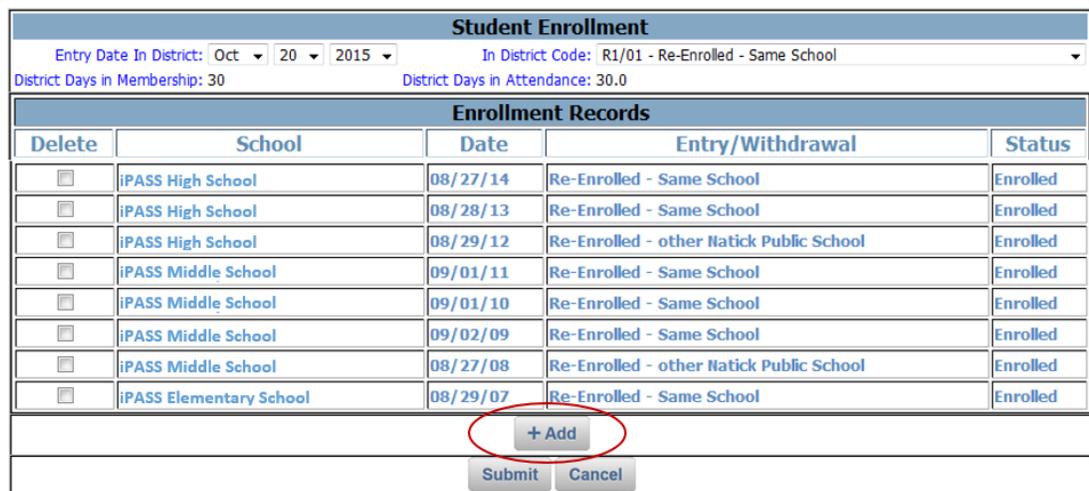   - Submit.

2. **Enter a new WITHDRAWAL RECORD**
   - Go to Biographical System > Add/Modify Student Biographical or Find Any Student > select student.
   - Click on the Enrollment Tab.
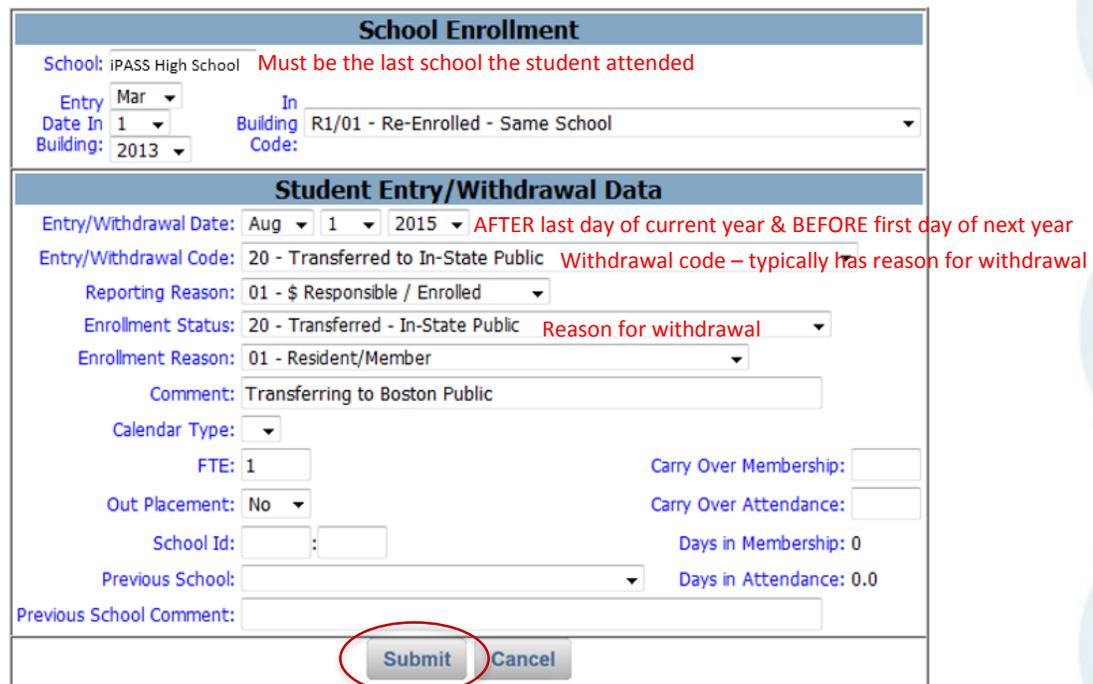   - Click on **Add+** to add a new WITHDRAWAL record.

- The School will default to your Default School – This must be set to the LAST school the student attended.
- The Entry/Withdrawal Date must be a date <u>AFTER</u> the last day of school during the current school year and <u>BEFORE</u> the first day of school of the next school year (ie. 08/01/2015).
- Select the Entry/Withdrawal code that best defines the withdrawal (ie. Transferred In-State Public).
- Select the Reporting Reason code that matches what was used in the student's previous enrollment record (ie. $ Responsible/Enrolled).
- Select the Enrollment Status code that best defines the reason for withdrawal (ie. Transferred In-State Public).
- Select the Enrollment Reason that matches what was used in the student's previous enrollment record (ie. Resident).
- Optional: Enter a Comment to identify where the student is going.
- Outplacement: Enter the School ID used in the student's previous enrollment record.
- Submit.

3. **Remove Next Year School and Next Grade Level**
   - Go to Biographical System > Add/Modify Student Biographical or Find Any Student > select student.
   - On the Profile screen, remove or "blank out" the Next Year (School) field and Next Grade Level field to keep the students from being picked up as incoming students for the next school year and rolled over for the next school year.

Year Of Graduation: 2016
Previous School: iPASS Middle School
Home Room: 341
Primary School: iPASS High School
Next Year:

Grade Level: 11

Remove Next Year (School) and Next Grade Level

Next Home Room: Next Grade Level:

Withdrawing a Student AFTER Rolling Your Database Over to the New School Year
This means the database is now in the school year the student will NOT be attending. When withdrawing after the database is rolled over you need to check and see if the student was re-enrolled for the new school year and remove that re-enrollment record.

1. **Check for a Student Schedule**
   - Go to Scheduling System > Modify Schedules > select student to view.
   - Check Remove box to delete any courses scheduled since they will not be enrolled.
   - Submit.

Student Schedule.

School Year: 2015-2016   ◆ **Defaults to new School Year**

Q1
Q2
Q3
Rotation   Q4   **Print Schedule**

Lock	Remove	Course ID	Course Name	Term	Schedule	Curr Lev	Room	Teacher	Credits
Check All Clear All	Check All Clear All								
☐	☑	STY12-001	Study 12	1234---	1-1-7-7	0	202	Mr. Smith	0.00
☐	☑	283b-021	Anthropology 31	-34---	1-1-	2	344	Ms. Hoffman	2.50

2. **Remove Re-Enrollment Record & Enter a New WITHDRAWAL RECORD**
   - Go to Biographical System > Add/Modify Student Biographical or Find Any Student > Select student.
   - Click on the Enrollment Tab.
   - Check to see if there is an Enrollment Record for the new school year – If there is, this record must be deleted.

Student Enrollment

Entry Date In District: Oct 20 2015   In District Code: R1/01 - Re-Enrolled - Same School
District Days in Membership: 30   District Days in Attendance: 30.0

Enrollment Records

Delete	School	Date	Entry/Withdrawal	Status
☑	iPASS High School	09/02/15	Re-Enrolled - Same School	Enrolled
☐	iPASS High School	08/27/14	Re-Enrolled - Same School	Enrolled
☐	iPASS High School	08/28/13	Re-Enrolled - Same School	Enrolled
☐	iPASS High School	08/29/12	Re-Enrolled - other Natick Public School	Enrolled
☐	iPASS Middle School	09/01/11	Re-Enrolled - Same School	Enrolled
☐	iPASS Middle School	09/01/10	Re-Enrolled - Same School	Enrolled
☐	iPASS Middle School	09/02/09	Re-Enrolled - Same School	Enrolled
☐	iPASS Middle School	08/27/08	Re-Enrolled - other Natick Public School	Enrolled
☐	iPASS Elementary School	08/29/07	Re-Enrolled - Same School	Enrolled

+ Add

Submit Cancel

- Click on **Add+** to add a new WITHDRAWAL record

Student Enrollment

Entry Date In District: Oct ▾ 20 ▾ 2015 ▾			In District Code: R1/01 - Re-Enrolled - Same School ▾	
District Days in Membership: 30			District Days in Attendance: 30.0	

Enrollment Records

Delete	School	Date	Entry/Withdrawal	Status
☐	iPASS High School	08/27/14	Re-Enrolled - Same School	Enrolled
☐	iPASS High School	08/28/13	Re-Enrolled - Same School	Enrolled
☐	iPASS High School	08/29/12	Re-Enrolled - other Natick Public School	Enrolled
☐	iPASS Middle School	09/01/11	Re-Enrolled - Same School	Enrolled
☐	iPASS Middle School	09/01/10	Re-Enrolled - Same School	Enrolled
☐	iPASS Middle School	09/02/09	Re-Enrolled - Same School	Enrolled
☐	iPASS Middle School	08/27/08	Re-Enrolled - other Natick Public School	Enrolled
☐	iPASS Elementary School	08/29/07	Re-Enrolled - Same School	Enrolled
			+ Add	
			Submit Cancel	

- The School will default to your Default School – This must be the LAST school the student attended.
  NOTE: During the database rollover the Primary School was updated to the school entered into the Next Year (School) field and the student was promoted to the next Grade Level. The student must be withdrawn from the <u>same school</u> they were last enrolled in. Make sure the Withdrawal record has the correct school
- The Entry/Withdrawal Date must be a date <u>AFTER</u> the last day of school during the current school year and <u>BEFORE</u> the first day of school of the next school year (ie. 08/01/2015).
- Select the Entry/Withdrawal code that best defines the withdrawal (ie. Transferred In-State Public).
- Select the Reporting Reason code that matches what was used in the student's previous enrollment record (ie. $ Responsible/Enrolled).
- Select the Enrollment Status code that best defines the reason for withdrawal (ie. Transferred In-State Public).
- Select the Enrollment Reason that matches what was used in the student's previous enrollment record (ie. Resident).
- Optional: Enter a Comment to identify where the student is going.
- Outplacement: Enter the School ID used in the student's previous enrollment record.
- Submit.

School Enrollment

School: iPASS High School   Must be the last school the student attended

Entry Date In Building: Mar ▼ 1 ▼ 2013 ▼
In Building Code: R1/01 - Re-Enrolled - Same School ▼

Student Entry/Withdrawal Data

Entry/Withdrawal Date:	Aug ▼ 1 ▼ 2015 ▼ AFTER last day of current year & BEFORE first day of next year
Entry/Withdrawal Code:	20 - Transferred to In-State Public ▼ Withdrawal code – typically has reason for withdrawal
Reporting Reason:	01 - $ Responsible / Enrolled ▼
Enrollment Status:	20 - Transferred - In-State Public ▼
Enrollment Reason:	01 - Resident/Member ▼ Reason for withdrawal
Comment:	Transferring to Boston Public
Calendar Type:	▼
FTE:	1
Out Placement:	No ▼
School Id:	:
Previous School:	▼
Previous School Comment:	

Carry Over Membership:
Carry Over Attendance:
Days in Membership: 0
Days in Attendance: 0.0

Submit Cancel

3. **Remove Primary School**
   - Go to Biographical System > Add/Modify Student Biographical or Find Any Student > select student.
   - On the Profile screen, remove or "blank out" the Primary School. This will keep the student from showing up in the new school year listings and will remove the Primary School/Year record for the new school year.

Year Of Graduation: 2016 ▼   Grade Level: 12 ▼
Previous School: J. F. Kennedy Middle School
Home Room: 341 ▼
Primary School: [blank] ▼   Primary School should be removed (blank)
Next Year: ▼   Next Home Room: ▼   Next Grade Level: ▼

   - The Grade Level should be left alone. The Grade Level is intended to reflect the grade the student would be in if they were in attendance.
   - The Primary School/Year record will reflect the student's last school and grade level attended.

Biographical System
- Add/Modify Student Bi
- Find Any Student
- LASID/SASID Update
- Mass Update Students
- Primary School/Year
- Reports - Biographical
- Maintenance - Biograph

Submit Cancel

Students Primary Schools/Years

Delete	School	Academic Year	Grade Level	Homeroom
☐	iPASS Elementary School ▼	2007-2008 ▼	04 ▼	17 ▼
☐	iPASS Middle School ▼	2008-2009 ▼	05 ▼	121 ▼
☐	iPASS Middle School ▼	2009-2010 ▼	06 ▼	121 ▼
☐	iPASS Middle School ▼	2010-2011 ▼	07 ▼	221 ▼
☐	iPASS Middle School ▼	2011-2012 ▼	08 ▼	231 ▼
☐	iPASS High School ▼	2012-2013 ▼	09 ▼	342 ▼
☐	iPASS High School ▼	2013-2014 ▼	10 ▼	342 ▼
☐	iPASS High School ▼	2014-2015 ▼	11 ▼	341 ▼
	▼	▼	▼	▼

Submit Cancel

Helpful Hint! Use the Summer Withdrawals Query to find all students withdrawn with a summer withdrawal date. The report will list Student ID, SASID, Last Name, First Name, Middle Name, Entry Date during the previous school year, School Name, and summer Withdrawal Date.

ID	SASID	Last Name	First Name	MI	Entry Date	School Name	School Name	Withdrawl Date
3670	101706XXXX	Smith	Brian	Alexander	09/03/14	iPass High School	iPass High School	08/19/15
1948	107538XXXX	Adams	John	Quincy	09/03/14	iPass Middlle School	iPass Middlle School	08/12/15
3069	102683XXXX	Brown	Scott	Osgood	09/03/14	iPass Primary School	iPass Primary School	08/18/15
2410	104690XXXX	Brown	Cailtin	Rose	09/03/14	iPass Elementary School	iPass Elementary School	08/17/15
1607	104696XXXX	Mitchell	Kevin	Michael	09/03/14	Out of District	Out of District	07/30/15

This query is available in iPASS Help > My Queries > Query Files for Download. Directions on how to upload the query to your site can be found in My Queries > Help > *How do I import a query file into my iPass Database?*

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