

## How to Withdraw a Student

- Click on the **Enrollment** Module
- Click the **Withdrawal** page
- In the **Current School Withdrawal** section, under **Type of Course Drop**, select appropriate code
- Choose the **Release Date**, which should have defaulted to the current date
- Choose a **Release Code**: Select appropriate code
- Click **SAVE**

## How to Re-Enroll a Student ( If re- enrolling in a current school year)

- Click on the **Enrollment** Module
- Click the **Entrance/Release** page
- Click **Add Rows (1)**
- Choose an **Entrance Date** and **Entrance Code** as they are Required Fields
- Click **SAVE**
- Now you can go to the **Registration Module** to update their information in **Primary Info** and **Contacts**
- Then go to the **Schedules Module**, click the **Student Schedule** page to give them a Schedule

## How to Drop a Student From 1 Class and Add Them to Another

- Click on the **Schedule Module**
- Click on the **Student Schedule** page
- Type the new course and section over the old course and section
- Choose an **Action- Drop/Add**
- Click **SAVE**