

## PROCESSING STUDENTS WHO ARE NOT RETURNING NEXT YEAR (districts with one school only – e.g. Charter Schools)

If you are told that a student will not be returning to your school for the coming year, you may be tempted to exit (withdraw) the student as of the end of the current school year. **DO NOT!** The best way to deal with a non-returning student is:

- Allow the student to be given “future” status as a returning student when the New Year Initialization process is run
- Run the Year End Process (rollover), which will convert the student’s “future” status to “active” status
- Withdraw the student, making the exit date the same as the first day of school
  - **Enrollment/Student Editor**
  - Highlight the new Active status record
  - Click **Status**
  - On the “Status/Program Change” screen, select **Withdraw**
  - Change **Exit Date** so that it **matches student entry date** (first day of school)
  - Select the appropriate **Exit Code** (see below)\*
  - Ignore the “To School” dropdown box
  - Click **Done**

SIS 2000+ Status/Program Change

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Close Current Status Record

Exit Date: 08/21/2007

Exit Code: TS-Transfer within State

To School: [Empty]

Create New Status Record

Track: [Empty]

Status: [Empty]

Entry Date: / /

Entry Code: [Empty]

Grade: [Empty]

Teacher/Advisor: [Empty]

Part-Time Future Withdraw Chg Enroll Cancel Done

### Important:

1. The method shown above will result in the student having one day of “membership” in the new school year, but no further processing will be needed. The Clearinghouse will not require the student to have any schedule for the one day of membership in the new school year. If a schedule exists, please delete it.

2. If you withdraw the student on the day before school starts and no other school reports him in its October 1 Clearinghouse upload file, the student may be counted as a dropout for **your** school. To avoid risking incorrect dropout statistics, follow the procedure shown above.

### \* Exit Code Helpful Hints:

- TS** is the **most common** exit code
- UN** can be used for students dropped under the “**10-day rule**” (or whereabouts unknown)
- WD** means Withdrawn **Incapacitated** (used only in very rare circumstances)
- TD** is **not allowed** for charter schools