

What do I do with students that are not returning for the new school year?

These students are referred to as “summer transfers” and must have a Withdrawal record added.

Identify these students. Remove any schedule for the new school year. If a re-enrollment record was created for the new school year, it must be deleted. Create a new Withdrawal record with a withdrawal date **AFTER** the last day of the previous school year and **BEFORE** the first day of the new school year. **IF YOU HAVE ROLLED OVER YOUR DATABASE:** You can remove the Student’s Primary School and Grade Level to keep them from showing up in the new school year search lists. The last enrolled school and grade level used for reporting summer transfers in the October state reporting is pulled from the student’s Primary School/Year record, not from the Profile screen.

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