

HOW TO WITHDRAW STUDENTS FROM SCHOOL

This document explains the process of **withdrawing** students from a school. A student must be withdrawn when s/he has transferred to another school, has been absent for 21 days in a row (dropped out), or left for some other reasons. A student that is no longer attending the school should always be withdrawn from the school even if it is likely that they will eventually return to the school.

1. Go to **Student Records** and search for the student you would like to withdraw. Open their student record.
2. Go to their **Enrolment** tab and click the **Edit** button at bottom right.

Student Records - Angootealuk, Jackie David

Letters: AJH 2000760
Status: This Year and Next Year
Home School: Yes
GN Student ID: 002000760

No Picture
(Click here to add a picture)

Birthdate: 4/20/1996 Age: 16
Gender: Male Grade: 11
Def. Chrs:
Homeroom: 109 11
Evans, Jessica
Ethnicity: Inuit

Assessments
Exams Choices Notebooks Custom Fields Transportation Library Discipline Locker
Biographics Family/Contacts Emergency Enrolment Attendance History Timetable Achievement

Enrolment
Status: This Year and Next Year
GN Student ID: 002000760
Language:
Preferred Language: Unknown
First Reporting Language: Inuktitut
Second Reporting Language: English
Ethnicity: Inuit
Entry Date: Birth Mother Tongue: Inuktitut
Source Document Type: Unknown
Document Number:
Doc. Issue Date:
Resident Board: Unknown
Attendance: Full time
French Language Entitlement: No
Registration Type: Unknown
Entry To Elementary:
Entry To Secondary: 8/17/2001
Entry To This School: 8/17/2001
Reg. Entry Status: Unknown
Registration Status: Unknown
Origin School: Unknown
Exit Date:
Exit Description:
Dest. School:
I.E.P. No Alternate Programs: No
Student Record Request:

Step To Another Student
Alphabetical
Previous Next Select

Prev. Enrol Int. Transfers

Edit

12/14/2012 09:59 AM

Go to the **Enrolment** tab

Click **Edit** to edit the student's enrolment (registration) information

Enrollment - Angootealuk, Jackie (Jackie)

Enrollment Other Fields

Status
☐ This year and Next year
☐ This year only
☐ Next year only
☒ Deleted (Withdrawn)

Ministry Information
GN Student ID: 002000760
Citizenship:
Student Authorization Expiry Date:
Verification Document:
Document Number:
Doc. Issue Date:
Mother Tongue:
☒ Born in Canada
Entry Date to Canada: Birth

Origin
Entry to Elem. School: / /
Entry to Sec. School: 08/17/2001
Entry to This School: 08/17/2001
Registration Entry Status: Unknown
Registration Status:
Origin School: Filter: All Schools
Unknown

Retirement
Exit Date: 12/13/2012
Exit Description: 21100 Transferred within school region
Destination School: Filter: All Schools
Aqsarniit Ilinniarvik (Nu.)
Resident Board
Source: Unknown

Language
Preferred Language:
1st Reporting Language: Inuktitut
2nd Reporting Language: English
☐ French Entitlement

Attendance
Full Time

Registration Type

Programs
☐ IEP
☐ Alternate Program

Ethnicity
Inuit

OK Cancel

Set student **Status** to **Deleted/Withdrawn**

Give an accurate **Exit Date** (the date student stopped attending), give **Exit Description**** and assign **Destination School** if the student transferred to another school.

**** see the last page for Exit Descriptions.**

3. Select **Deleted (Withdrawn)** under **Status**. This means that the student is withdrawn from your school's enrolment and the record becomes available to other schools.
4. Under **Retirement**, set the **Exit Date** to the date the student stopped attending at the school. Use the date picker widget by clicking the little down-pointing arrow.
5. Set the **Exit Description** by selecting the most accurate option from the dropdown menu. See below the possible Exit Description values used in SIS.
5. Set **Destination School** if the student is known to transfer to another school. **Note: please notify the destination school principal about the transfer!**
6. Click **OK** when done.

Exit Descriptions

Exit Description	Use when...
Completed prescribed course of studies (no diploma)	The student completes legal requirements for attending school in Nunavut but does not graduate before leaving the school system
Unknown	The exit reason is unknown and it will be filled later once the reason is known
Transferred within school region	The student transfers to another school within your school region
Transferred within Nunavut	The student transfers to another school in Nunavut but outside your school region
Transferred to other province or territory	The student transfers to another province or territory
Transferred to other country	The student transfers to another country
Deceased	The student has passed away
Disciplined out	The student has been withdrawn from the school as a disciplinary action
Left school for health reasons	The student has withdrawn from school due to severe health reasons
Seeking employment	The student has withdrawn from school in order to look for work
Gone to work	The student has withdrawn from school in order to go to work
Pregnancy	The student has become pregnant and is not in a physical state to attend school
Child care	The student is looking after a child and cannot attend school
Sports	The student has withdrawn from school in order to pursue sports
Dropped Out	The student has not attended school for at least 21 days in a row
Other	If none of the descriptions apply, use "Other"
Created in error	The student was enrolled in the school in error and then had to be withdrawn to correct the mistake
Graduated with diploma (continuing post-secondary)	The student graduates and it is known that they are going to a certain post-secondary school after that
Graduated with diploma	The student graduates