



Window of Information on Student Education

Daily Attendance First 10 Days of School

Last Updated: 9/22/2009

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Introduction

This document familiarizes an eSIS user with ways to manage attendance and admission during the first ten days of school based on the first day attendance.

Student Registration

Before attendance can be taken, a student must be registered. Registration verifications can be entered into eSIS in three ways:

- Method 1: Verification by the office for individual admitted/non-verified students on their first day of attendance
- Method 2: Register a single student
- Method 3: Mass registration of all admitted students

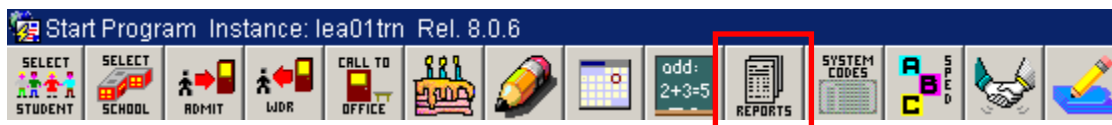
Method 1: Register Students by Home Room/Class

Teachers may take attendance on day one (day one = first day of classes) using a paper list (which should be generated by the Data Manager). Teachers should indicate clearly those students NOT in attendance.

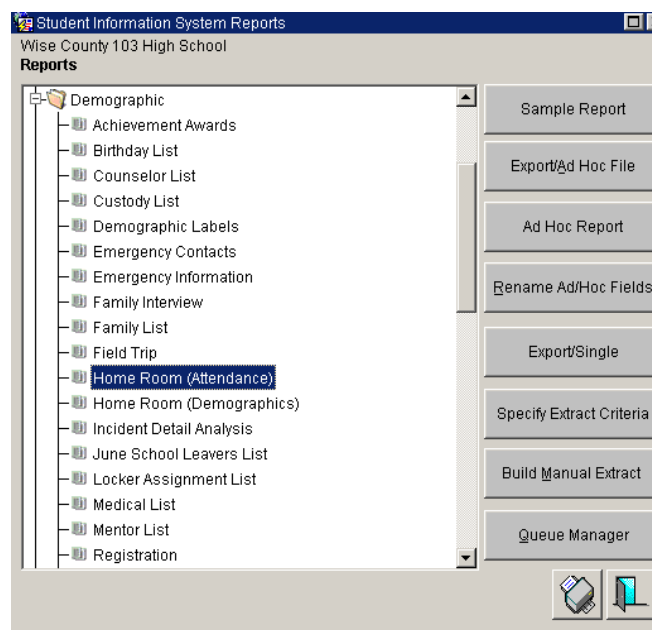
From the attendance taken on paper lists, Data Managers may register only those students in attendance on day one. Any students coming in on later days should be registered the first day they are sitting in a classroom for attendance.

Running the Home Room Lists

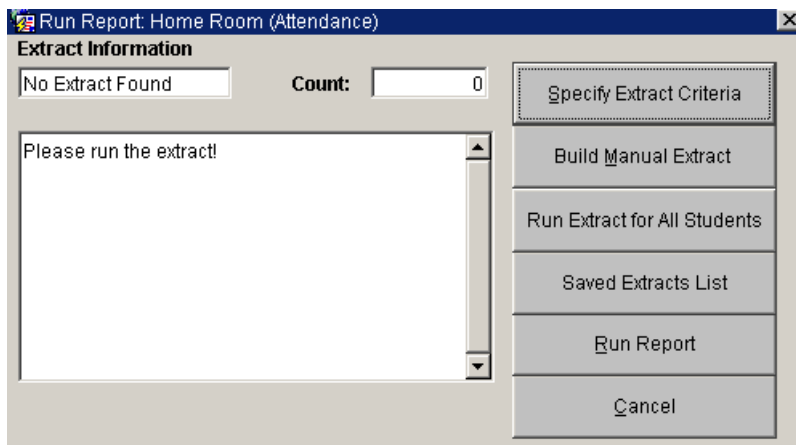
1. Click the **Reports** icon on the **eSIS Main Start** screen.



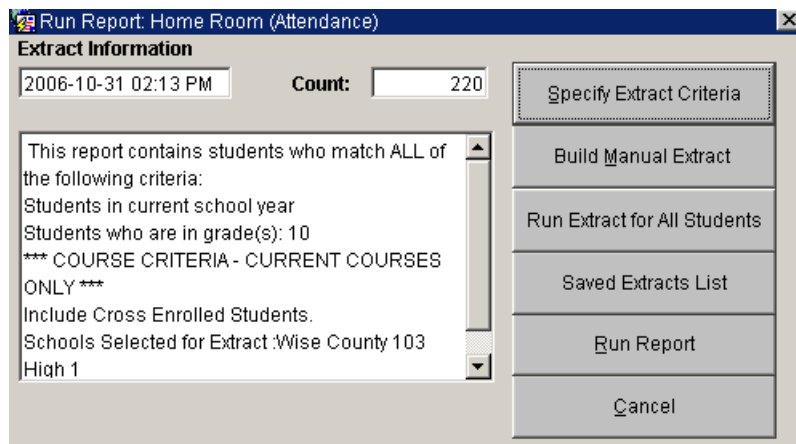
2. Once on the **Student Information System Reports** screen, open the **Demographic** folder and double-click on the report titled **Home Room (Attendance)**.



3. The **Run Report** screen appears after double clicking on the report title.



4. If no extract has been run, or the criteria have already been cleared, a message prompting you to run an extract will be in the left hand window. At this point, click the **Run Extract for All Students** button to run the extract for all students in the school.

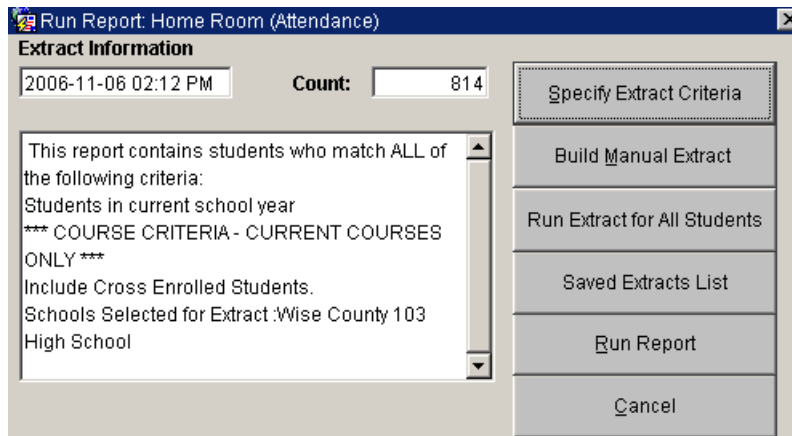


If an extract has been run, a message indicating the criteria will appear in the left hand window. If this is the case, follow the next set of instructions to clear this criteria and run the report.

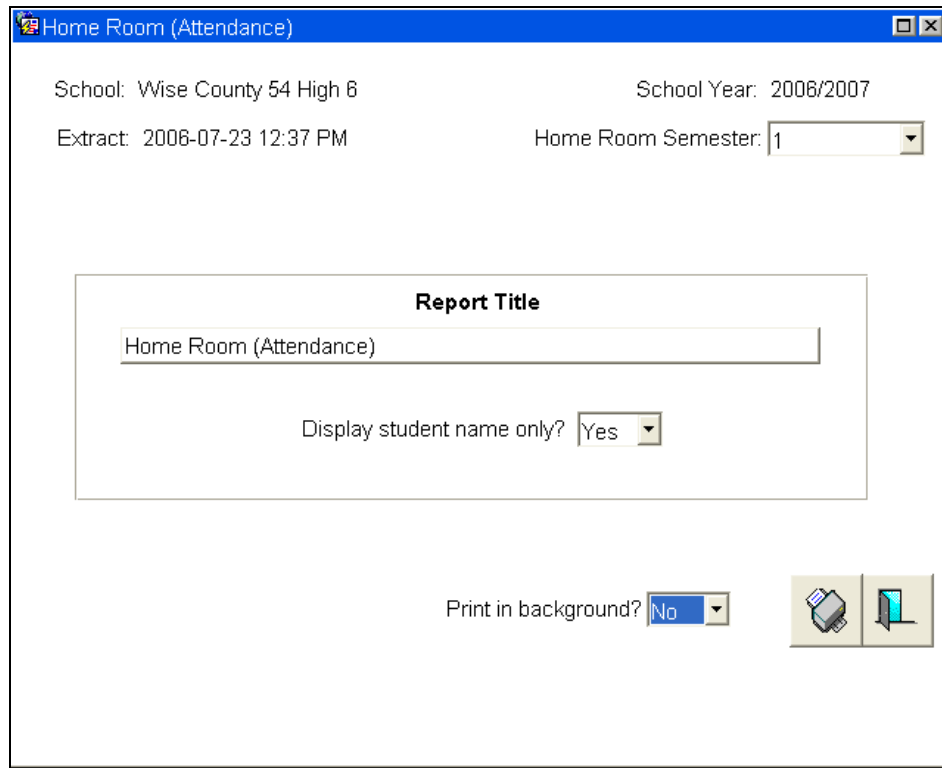
- a. To clear any extract criteria, click the **Specify Extract Criteria** button in the upper right hand corner. The **Extract** screen will appear.

- b. Click the **Clear Extract Criteria** button.
- 5. If you do not specify criteria and click **Run Extract**, the extract will run for the entire school. Make specific selections (if any) on this screen using one of the tabs. For this example, we will enter no criteria and click **Run Extract** to get Attendance reports for the whole school. After running the extract, the **Processing Extract Criteria** box appears, and will present a final number of records with **Complete** when the Extract is finished.

- Click **Go Back** to return to the **Extract** screen, and then click the door icon to return to the **Run Report** screen.



- Click the **Run Report** button to generate the list of Home Rooms for attendance.



- Select **Yes** to print only the student names.
Note: Be sure to select the correct Semester for the report.

This sample report lists students in alphabetical order by Home Room.

STU236R v4.0.16		Wise County 103			Page: 1		
Home Room (Attendance)							
Wise County 103 High School		School Year: 2006/2007		Run Date: 06 Nov 2006 02:17 PM			
Semester: 1							
Home Room: AGR		Teacher: Rutherford Kathrine		Room: Cafeteria			
Student Name	Pupil No.	Home Phone	Grade	Birth Date	Age	Absences*	Lat
Gillespies, Meagen	343432	(919)617-6170	10	24 Sep 1991	15	0	0
Gillespies, Mirry	352790	(919)708-7084	10	04 Oct 1990	16	0	0
Washington, Mintrell	343395	(919)616-6167	10	01 Nov 1990	16	0	0
Washington, Miriah	343398	(919)616-6167	10	19 Oct 1990	16	0	0
Washington, Mirika	343399	(919)616-6167	10	16 May 1991	15	0	0
Washington, Miurel	343413	(919)616-6169	10	12 Jan 1990	16	0	0
Washington, Mykala	343473	(919)617-6175	10	15 Aug 1991	15	0	0
Washington, Mykayala	343474	(919)617-6175	10	03 Sep 1991	15	0	0
Washington, Nacheiqua	343491	(919)617-6176	10	28 Nov 1990	15	0	0
Washington, Nahir	343506	(919)617-6178	10	13 Mar 1991	15	0	0
Washington, Naima	343513	(919)617-6179	10	11 Jun 1991	15	0	0
Washington, Naisha	343515	(919)617-6179	10	30 Jan 1991	15	0	0
Washington, Najhi	343521	(919)617-6179	10	07 May 1991	15	0	0
Washington, Nakiyah	343531	(919)618-6180	10	21 Jan 1991	15	0	0
Washington, Nandini	343538	(919)618-6181	10	16 Dec 1990	15	0	0
Washington, Nastacie	343569	(919)618-6184	10	21 May 1991	15	0	0
Total Students: 16		# Indicate cross_enrolled students				* Absences are unauthorized absences only	
* End of Home Room *							

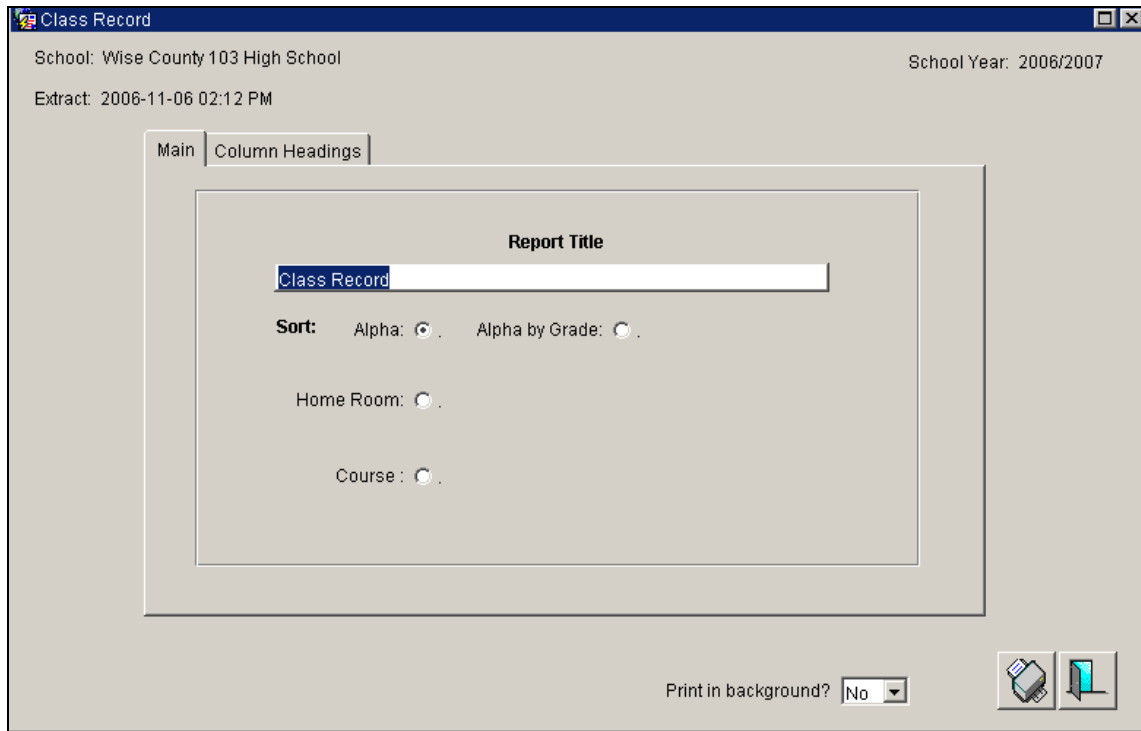
Running the Class Record

Another report useful for attendance is the **Class Record**. This report provides student names by Home Room, but less information about each student. It also provides a grid for easy attendance-taking.

1. Select:

Navigation: **Reports > Class > Class Record**

2. Double click on **Class Record** to display the **Report/Extract** dialog box.



3. Select **Home Room** for Daily Attendance Schools.
4. The screen will change to offer the semester. If your school has more than one semester:
 - a. Select the current semester.
 - b. Open the **Sort By** menu, which can be set to **Home Room** or **Teacher**.
 - c. If you select **Home Room**, then the drop down menu on the right will offer a list of **Home Rooms**; select one for a specific home room, or all to run for the whole school. If **Teacher** is selected, the **Home Room** drop down menu will still offer Home Room numbers as a selection. For the sample below, the report was sorted by Home Room.

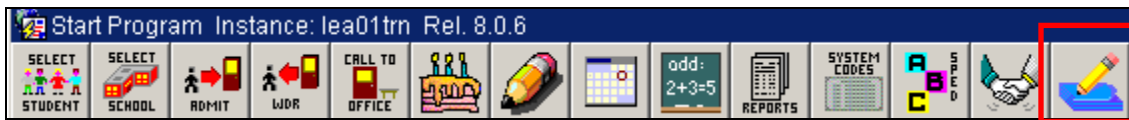


STU215R v4.0.16		Wise County 103		Page: 2	
Class Record					
Wise County 103 High School		School Year: 2006/2007		Run Date: 06 Nov 2006 02:42 PM	
Home Room Code: AGR		Teacher: Rutherford Kathrine		Room: Cafeteria	
Student Name	Pupil #	Gr.	Gen.	Ethnic.	Summary
Gillespies, Meagan	343432	10	F	White	
Gillespies, Mirry	352790	10	F	White	
Washingtown, Mintrell	343395	10	F	White	
Washingtown, Miriah	343398	10	F	White	
Washingtown, Mirika	343399	10	F	White	
Washingtown, Miurel	343413	10	F	White	
Washingtown, Mykala	343473	10	F	White	
Washingtown, Mykayala	343474	10	F	White	
Washingtown, Nacheiqua	343491	10	F	White	
Washingtown, Nahir	343506	10	F	White	
Washingtown, Naissa	343512	10	F	White	

Generating the **Class Record** list will allow the office to distribute lists of students expected for arrival in the teacher's class. Teachers would manually indicate the students in attendance on the form and send to the office. The office personnel could then register the students through eSIS and teachers could begin taking attendance in TAM on day two (or any other day as specified by their school).

Registering the Students

- From the **eSIS Main Start** screen, click on the **Attendance Module** icon.



- Be sure to select the appropriate date for registration (the first day student shows up for class).

Period/Daily Att.: Attendance Day Entry

Wise County 54 High 1

Enter the date to be used for ALL student attendance updates

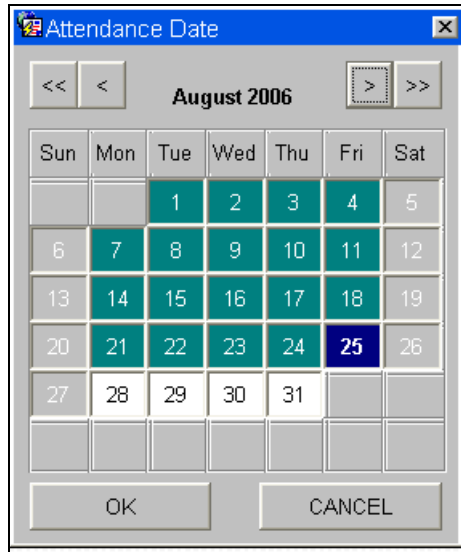
Friday Aug 25, 2006

Date: +

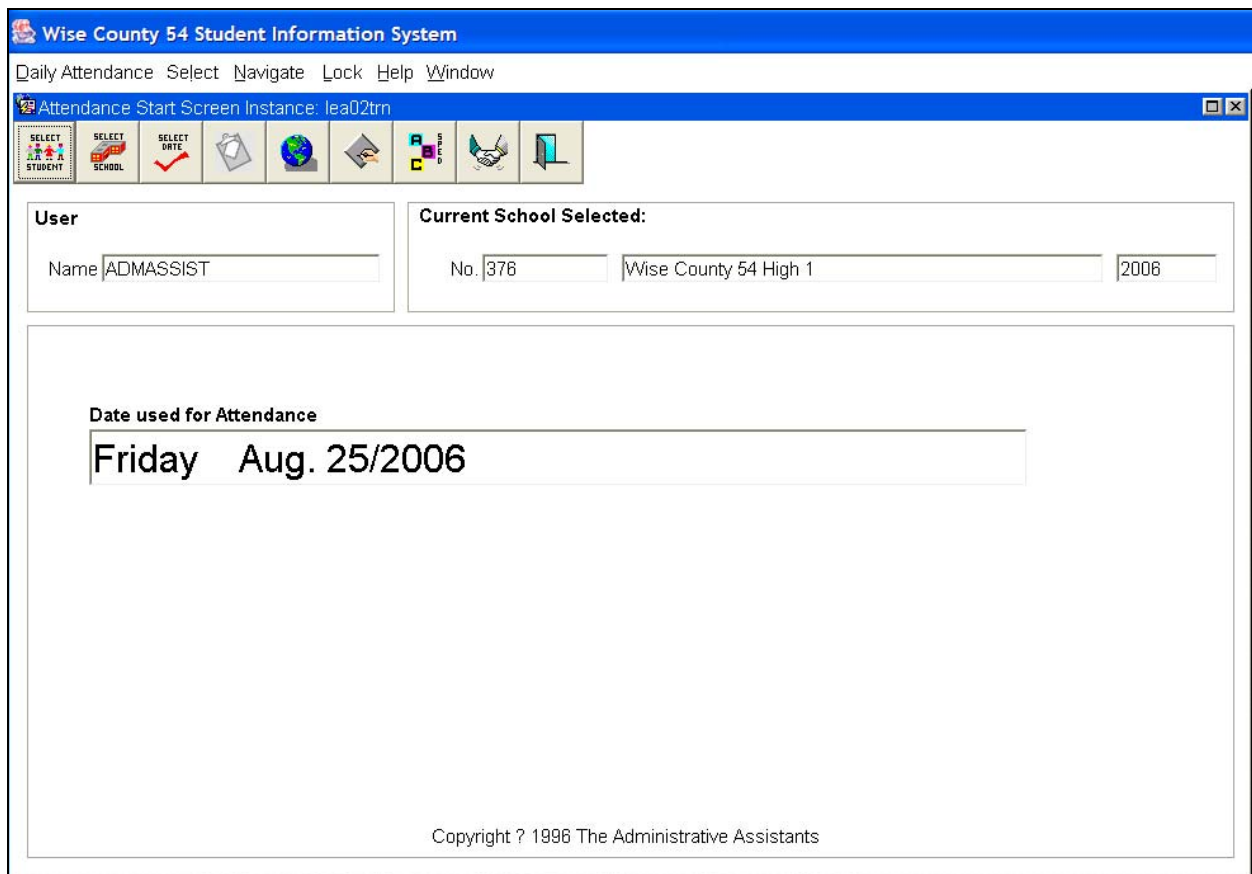
Instructional Day:

Ok

- Open the calendar and verify that the correct date is selected.



After selecting the appropriate date, the **Attendance Start** screen appears.

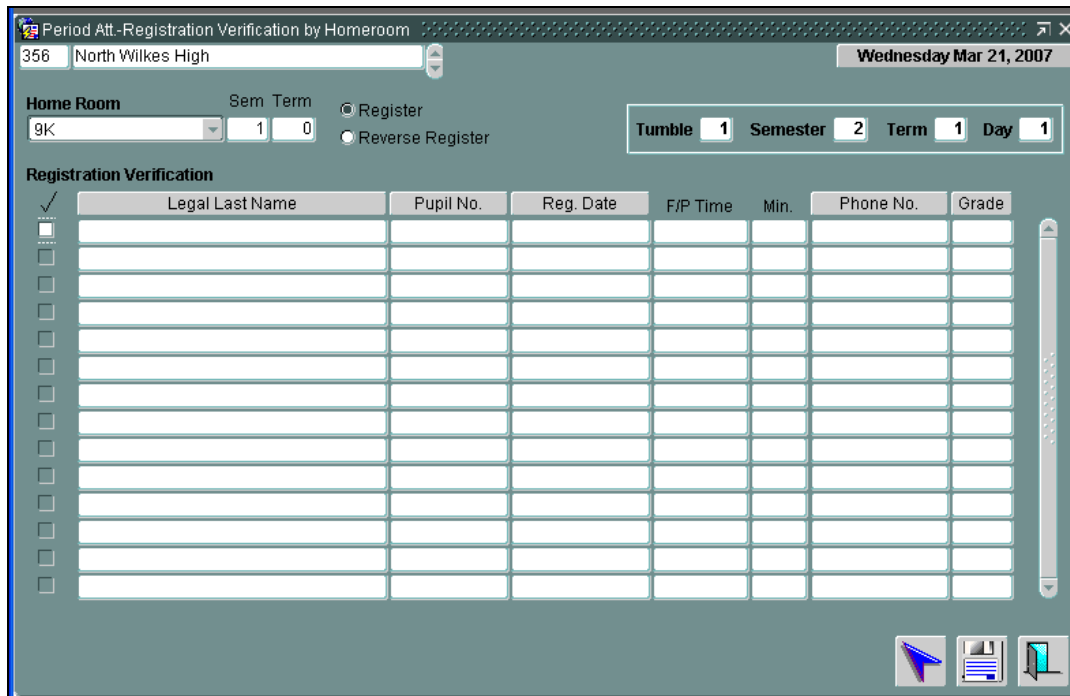


Daily Attendance

Navigation: Daily Attendance > Verify Registration > Verify by Home Room

Query for the appropriate homeroom. Be sure the **Register** radio button is selected near the top center of the screen

Note: Before a student may be registered using this method, the student must be placed in a Home Room or the class designated as the Home Room.



The Data Manager can check the Registration Verification box for those students present on the first day of school. Do not check those students who are not in attendance (present) on the first day. Click **Save** to finalize the Registration.

For the next few days of classes, or the time period the school dictates, teachers can use the Home Room lists to notify the Data Manager of any students attending school after day one. Any students beginning attendance after day one should have the date of their first attendance as their Registration date. The students can still be registered by Home Room. Follow the same process previously outlined. Only the students not yet registered in a Home Room will appear on the list. Select the student, and click in the **Registration Verification** box and **Save** to register the student.

Method 2: Registering a Single Student

To register a single student:

1. Select:

Navigation: eSIS Main Start Screen > Main Menu > Change Student > Register

This displays a screen from which you can register one student at a time.

2. Query (by pupil number or last name) for the student that you want to register.
3. Verify that the **Register** radio button is selected.
4. Enter the date you want to be the student's registration date of record.
5. Click **Save** to register the student.

Note: Students may also be reverse registered or have their registration date modified through this screen.

Students can be registered individually at the time of admission. When a new student's enrollment information is entered in eSIS, a message appears asking if the user would like to create the student's registration record, as shown in the following section.

Basic Student Demographics screen – Registration question

The screenshot shows the 'Basic Student Demographics' application window. A blue 'ADMIT MODE!' button is at the top. The form is divided into several sections:

- Student Information:** Includes fields for Current School, Pupil No., Gender (Female), Legal Last Name (Boyd), Legal First Name (Helaina), Usual Last Name (Boyd), Preferred First (Helaina), Legal Middle, Third Initial, Birth Date (01/01/1992), Proof of Age (Birth Registration Form), Home Phone ((555)555-1212), Ethnicity/Race (Multi-Racial), SSN (887-99-8876), and State/Ministry # (887998876).
- Admission Information:** Includes Reason (E1 Init enroll - this year), Date (11/06/2006), Grade (GR 09), and Status (Member - Standard Program).
- Property Address:** Includes Tuition paid by, Tuition type, Street (11 Tweedsmuir Ave.), Complex, Apt #, City/Munic (Alexis), County (Avery), State (NC), and Zip Code (98116).
- Mailing Address:** Includes Mailing Address (11 Tweedsmuir Ave.) and a checkbox for 'Same as Property Address'.

A dialog box titled 'Student Registration...' is overlaid on the form, containing a yellow warning icon and the question: 'Would you like to create Attendance Registration record?'. It has 'Yes' and 'No' buttons.

At the bottom of the application window, there are navigation arrows, a 'Demo Log' button, and a status bar showing 'CHR: dsp hr1' and 'NHR: dsp hr2'.

In North Carolina, it is recommended that ONLY admissions occurring on or after the first day of school (or on or after the date on which mass registration was performed) be verified at the time of admission.

Only those students who are admitted and are attending classes on the same day of admission should be registered at the time of admission.

Method 3: Mass Register All Students (Verify All Students)

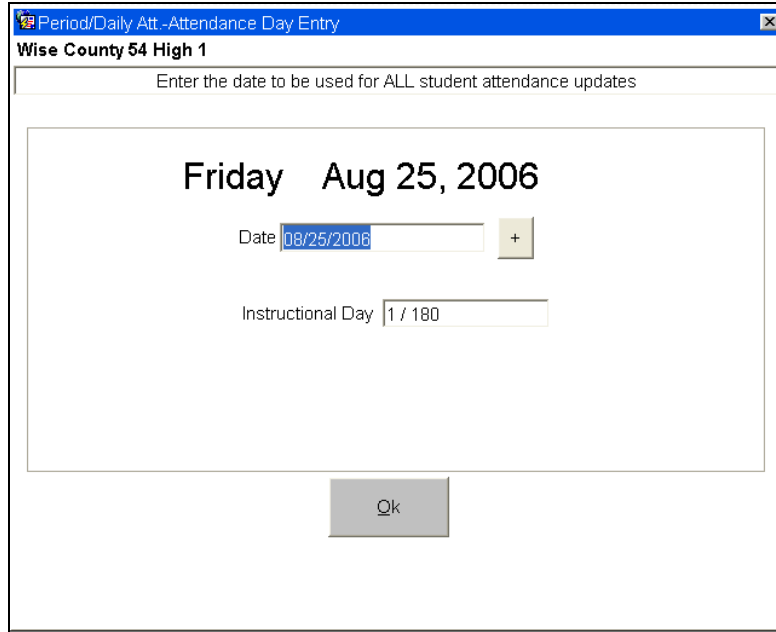
Mass Registration of all students may be run immediately before school starts with the effective date of the first day of school (day one). All students will then be in membership as of the first day of school. Teachers may begin taking attendance through TAM.

CAUTION: Any students not in attendance on day one MUST be Reverse Registered by the data manager as soon as possible to be sure they are not counted in membership.

Note: Mass Registration can only be run once per school year. This method eliminates the need for the Data Manager to register each Home Room; however, any students not in attendance on day one must be **Reverse Registered**.

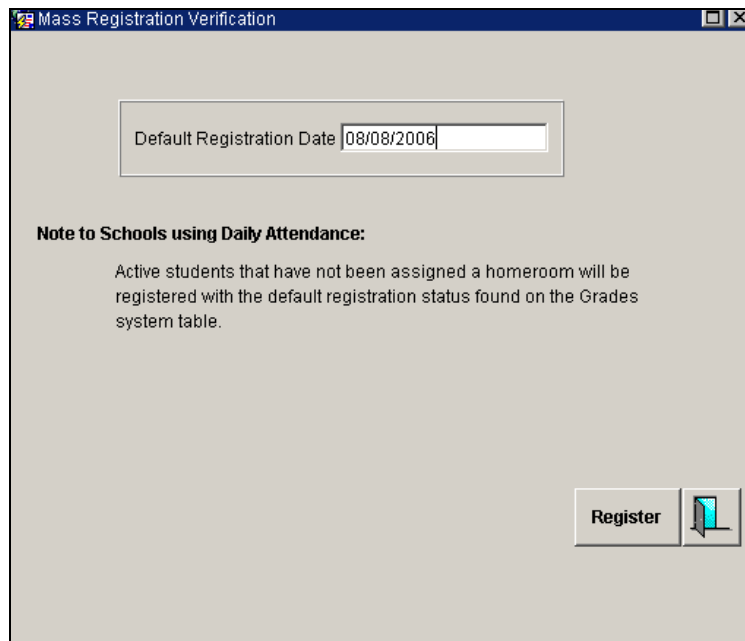
To mass register all students:

1. Open the **Attendance Module**.
2. Verify that the correct date is selected.



3. Enter the **Mass Registration** segment of the **Attendance Module**:

Navigation: **Daily Attendance > Verify Registration > Verify All Students**



- The **Mass Registration Verification** screen opens. Enter the correct date for the first day of school.

Note: Daily attendance schools will need to have all students assigned to a homeroom before this process can begin.

- Click the **Register** button to register all students currently entered in the system effective on the date listed in the **Default Registration Date** box.

Important: Mass Registration can only be run once per school year. Since students are frequently enrolling until the time school starts, it is recommended Mass Registration be run just prior to day 0 of the current school year in order to include the maximum number of enrolled students. On the first day and after, students may be registered as part of the enrollment process if they are attending school the day they register (**Registration Verification by Home Room** may be run at any time).

Day One - After Mass Registration

On day one, if students have been mass registered, teachers may take attendance through the TAM attendance module. The students not in attendance on day one should be marked absent.

Daily Att.-Homeroom Class Entry screen

376 Wise County 54 High 1 RG 25-aug-2006 Full-Time Friday Aug 25, 2006

Home Rooms

Home Room: F01 Teacher: Mancini Antonio Room: 204 Hot Lunches Required: 0

A M		P M		Pupil No.	Student Name	Phone No.
A L	Reason	A L	Reason			
<input type="checkbox"/>		<input type="checkbox"/>		88611	Smythes, Rosialene	(919)807-6078
<input type="checkbox"/>		<input type="checkbox"/>		88613	Smythes, Roslyn	(919)808-6080
<input type="checkbox"/>		<input type="checkbox"/>		88604	Smythes, Rouson	(919)807-6071
<input type="checkbox"/>		<input type="checkbox"/>		88512	Smythes, Samara	(919)598-5980
<input type="checkbox"/>		<input type="checkbox"/>		88513	Smythes, Samaria	(919)598-5981
<input type="checkbox"/>		<input type="checkbox"/>		88020	Smythes, Sheaquan	(919)550-5500
<input type="checkbox"/>		<input type="checkbox"/>		87945	Smythes, Sherika	(919)543-5430
<input type="checkbox"/>		<input type="checkbox"/>		331396	Wair, Hilton	(919)498-4983
<input type="checkbox"/>		<input type="checkbox"/>				
<input type="checkbox"/>		<input type="checkbox"/>				
<input type="checkbox"/>		<input type="checkbox"/>				
<input type="checkbox"/>		<input type="checkbox"/>				
<input type="checkbox"/>		<input type="checkbox"/>				
<input type="checkbox"/>		<input type="checkbox"/>				
<input type="checkbox"/>		<input type="checkbox"/>				

Attendance Completed

The *Attendance Process: Daily and Period Attendance* document contains comprehensive instructions on the attendance processes. However, as a brief overview, the following steps are provided:

1. As each teacher completes taking attendance, the **Attendance Completed** box should be checked and **Save** icon clicked in order to save the work. Teachers at Daily Attendance schools have the ability to enter absence reasons if it is allowed by school policy.
2. The Data Manager should run the **Daily Attendance Call List**. This report can be run from within the Attendance Module (**Daily Attendance > Reports > Daily Attendance Call List**). Any student marked absent on day one should be reverse registered as they were not in school on day one.
3. Reverse registered students will no longer show on the teacher's attendance list. If the student shows up, the teacher must communicate with the office that the student has begun his/her first day of attendance along with the exact date. Once the office has again registered the student, the student's name will appear on the teacher's attendance list and attendance will be taken as usual.
4. Optionally, schools may elect to distribute **Class Record** lists and have teachers manually indicate the first day of attendance and student absences. Office personnel would then modify the attendance and registration records of the students.

Reverse Registration

If students were Mass Registered, the Data Manager should print the **Daily Attendance Call** sheet for day one. All students included on the report must be reverse registered. However, the absence posted to the student's record by the teacher must be removed before performing a reverse registration.

If the Mass Registration process was not performed, then the office personnel would only be registering those students who were in actual attendance on day one. Therefore, reverse registering would not be necessary.

Students may be reverse registered by one of two methods:

- **Method 1:** Follow the same steps as for registration, except select the **Reverse Register** radio button.
- **Method 2:** Follow the path **Main Menu > Change Student > Register** - there is an option to reverse register students on this screen.

Method 1: Reverse Registration by Homeroom:

To reverse register by homeroom:

1. Open the **Attendance Module** and access the **Registration Verification by Home Room** screen.
2. Query for the correct Home Room. To bring the students' names up on the screen, the **Reverse Register** button must be selected.

Note: If the **Register** button is selected, the list will show students who have not yet been registered. These students are ready to be registered, but do not have to be registered at this time. To see the students requiring Reverse Registration, be sure the **Reverse Registration** radio button is selected.

Daily Att. – Registration Verification by Homeroom – Reverse Register selected

✓	Student Name	Pupil No.	Full/Half/Part	Reg. Date	AM	PM	Gra...	Phone No.
<input checked="" type="checkbox"/>	Adams, Allen	847574	Full Time	08/16/2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	(919)150-1507
<input type="checkbox"/>	Adams, Brittnie	708729	Full Time	08/16/2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	(919)128-1280
<input checked="" type="checkbox"/>	Adams, Darcie	750797	Full Time	08/16/2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	(919)129-1292
<input type="checkbox"/>	Adams, Laceiara	771757	Full Time	08/16/2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	(919)134-1347
<input type="checkbox"/>	Adams, Laci	771836	Full Time	08/16/2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	(919)134-1347
<input checked="" type="checkbox"/>	Adams, Mamata	774669	Full Time	08/16/2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	(919)135-1352
<input type="checkbox"/>	Adams, Natoshua	778101	Full Time	08/16/2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	(919)136-1360
<input type="checkbox"/>	Adams, Rhonnisha	781138	Full Time	08/16/2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	(919)136-1368
<input type="checkbox"/>	Adams, Sheaquan	785721	Full Time	08/16/2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	(919)138-1380
<input type="checkbox"/>	Adams, Shekira	784585	Full Time	08/16/2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	(919)137-1377
<input type="checkbox"/>	Adams, Thainys	789225	Full Time	08/16/2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	(919)139-1390
<input type="checkbox"/>	Gillespie, Isiah	801797	Full Time	08/16/2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	(919)141-1414
<input type="checkbox"/>	Gillespie, Johnalee	349392	Full Time	08/16/2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	(919)676-6768
<input type="checkbox"/>	Gillespie, Joy	349515	Full Time	08/16/2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	(919)678-6780

- After selecting the students, click the **Save** button to reverse register the students. Once the save is completed, the list will still be present but without the names of the students reverse registered.

Note: Reverse registration removes the student from Membership. Attendance cannot be taken. The student is still enrolled, and all their information (including schedule) remains. They can be re-registered at any time.

As students who are enrolled but not registered report to school, they must be registered. Attendance cannot be taken until a student has been registered into membership.

Method 2: Reverse Registration for a Single Student

A Reverse Registration can be performed on an individual student record through use of the **Registrations** screen. To reverse register a single student:

- Select:

Navigation: Main Menu > Change Student > Register

2. Select the student, select the **Reverse Register** radio button and click **Save**.

Enrolled Not Registered Report

Data Managers may run the **Enrolled Not Registered** report each day for a list of all students enrolled at the school, but not currently registered.

To run the report:

1. Select:

Navigation: Reports Icon > Enrollment / Registration > Enrolled / Not Registered

2. The parameter form opens to select a preferred way to sort the student names. Select the preferred method.

3. Click the **Print** button. The report will print all students in the school that are enrolled, but not registered.

STU705R v 4.0.04		Wise County 103			Page: 1	
Wise County 103 Elemntry 2		Enrolled/Not Registered			Run Date: 06 Nov 2006 04:08 PM	
		School Year: 2006/2007				
Student Name	Pupil No.	Hrm	Grade	Gender	Phone	
Burgeess, Arlycia	766273	11CB	01	F	(919)132-1329	
Burgeess, Donovan	775792	11CB	01	M	(919)135-1351	
Burgeess, Jacklynn	778629	31SR	03	F	(919)135-1358	
Burgeess, Jackson	778645	21KA	02	M	(919)135-1358	
Burgeess, Jalen	779705	11CB	01	F	(919)136-1361	
Burgeess, Jasmon	780035	41AH	04	F	(919)136-1362	
Burgeess, Jason	780120	11CB	01	M	(919)136-1362	
Burgeess Jr, Jasonet	780165	11CB	01	F	(919)136-1362	
Burgeess, Jaysie	781465	51ANH	05	F	(919)136-1365	
Burgeess, Matthieu	789358	11CB	01	M	(919)138-1387	
Burgeess, Taveris	830537	01MS	KI	M	(919)145-1455	
Gillespies, Bronte	830438	01MS	KI	F	(919)145-1455	
Gillespies, Bronwyn	830460	01MS	KI	F	(919)145-1455	
Gillespies, Brookann	830477	01MS	KI	F	(919)145-1455	

If students go directly to a classroom instead of enrolling at the office, teachers must notify the Data Manager to register the student. Otherwise, membership will not begin and attendance cannot be taken. Some Data Managers choose to distribute the **Enrolled Not Registered** report, and have teachers return it indicating whether or not a student has arrived.

Students Enrolled but not in Attendance during the First Ten Days

Navigation: eSIS Main Start Screen > WDR button

Make sure students who have not attended, are not registered at your school.

The Office must withdraw or no show students who never attended school during the first 10 days of school.

Verify student status to decide if the student should be withdrawn or handled as a no show.

No Show Process

If the student was previously enrolled in another NC WISE school, then when the student is processed as a **No Show** and their record will revert to their previous NC WISE school.

Important: If your school is the last school of record, the student **MUST NOT** be processed as a **No Show**.

CAUTION: Beginning with the 2008-09 school year the **No Show** process deletes the students' YET Promotion/Retention line on the Homeroom History tab of the PMR Recon Form. The LEA Coordinator must re-enter the deleted line in order for the RPG report to be correct. If the student is **No Showed** and the record reverts back to a different LEA *that* LEA Coordinator must re-enter the deleted YET Promotion/Retention record.

If the student did not previously attend an NC WISE school, then the student records can be either deleted or transferred to another school (see a and b). Proceed to the **Withdraw** screen:

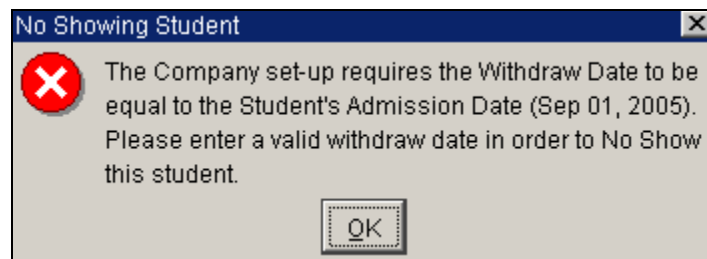
Navigation: eSIS Main Start Screen > Withdraw button

Withdrawal screen

No Show - Delete Student

The student information is deleted from the NC WISE database. The user will be prompted if there is no previous NC WISE school of record.

1. Click **No Show** at the bottom of the **Withdraw** screen.
2. If no other NC WISE school has requested this student's information, select **Delete the Student**. Prior to reaching the **Delete** option, there will be two messages confirming designation of the student as a **No Show**. Click **OK** if the information in the box is acceptable to move past these.



3. A withdraw date must be entered for processing a **No Show**. If one is not entered, the above message will be returned. For **No Shows**, the admission and withdrawal date must be day one of the current school year.
4. A withdraw reason must be entered. Currently there is no state approved reason for a **No Show**. Users can select any withdraw reason available. This reason will populate to a **No Show History Log**. No UERS reports are affected by entry of this detail.

5. The final box will contain the **Delete Student** option. Continue with **Delete Student** only if you already know the student is NOT going to attend an NC WISE school. If they are moving on to an NC WISE school, contact the LEA to have them assist you with transferring the student to the new school. If you are unsure what the student's plans are and the student did not attend your school this year or last, continue with the **Delete Student** process.
6. Click **Delete Student** and complete the process. A student deleted can be re-enrolled at any time if necessary.

No Show - Transfer Student

Important: This process **MUST BE COMPLETED AT THE LEA LEVEL**. This option should be requested only if a receiving NC WISE school **within your LEA** has requested this student's information.

When receiving the message shown in the box below, there is no previous NC WISE school of record, and another NC WISE school within your LEA has requested this student's information, you may choose **Transfer Student**:

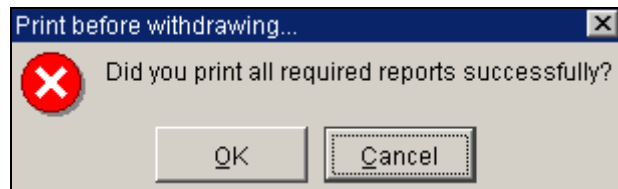
1. Click **Transfer Student** to complete the process. The student can be transferred back to a school if necessary.
2. The next menu in this progression will provide a list of all NC WISE schools in the LEA. The LEA personnel performing this function will select the school that has made the request, select the date of the transfer and the reason for the transfer; and select **OK**.

Withdrawal Process

Withdraw the student if the student has previously attended your school in a different school year, but did not attend your school during the first 10 days of classes.

1. Print any reports you may need for the student's file (e.g. Transcripts, course list, whatever your school keeps as hard copy records).
2. Enter the **Withdraw** screen and click on the **Withdraw** button in the lower left corner.

- A request to confirm all school/LEA required reports have been printed appears. To continue withdrawing the student, click **Yes**.



- The **Final Check** screen requests several different pieces of information based on the withdrawal. For the purposes of the First 10 Days, use **Withdraw from school** if the student has not attended during the first 10 days.
- Click **Continue Withdraw** to complete the process.

The 'Final Check' dialog box contains the following elements:

- Withdraw from school (with a dropdown menu for 'Select a Cross Enrolment Withdrawal Reason')
- Transfer to cross-enrolled school
- School of Record Transfer
 - School: [dropdown menu]
 - Admission Reason: [dropdown menu]
- Next Year Course Selections**
 - Keep Courses
 - Delete Courses
 - Admit Date: [text field]
 - Admit Reason: [dropdown menu]
- Team Group Delete Values**
 - End Date: [text field with value '11/06/2006']
 - Exit Reason: [dropdown menu]
- Buttons: 'Continue Withdraw' and 'Cancel Withdraw'

Once the withdrawal is complete, the following message will appear and the student has been successfully withdrawn from the current school.

