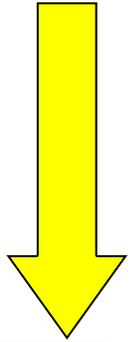


To un-enroll a student from a class

First thing is to search for the student you want to work with

Second is to scroll to the bottom of the left hand menu and select the option



Lock	Exp	Trm	Crs-Sec	Course Name	Note	Teacher	Room	Enroll	Leave	Drop
<input type="checkbox"/>	1(A)	13-14	HR008-01	Eighth Grade Homeroom		GILMAN, Michelle NMN	331	08/21/2013	06/19/2014	<input type="checkbox"/>
<input type="checkbox"/>	5(A)	13-14	MS028-02	Eighth Grade Mathematics		McCarron, Timothy Joseph	333	08/21/2013	06/18/2014	<input type="checkbox"/>
<input type="checkbox"/>	7(A)	13-14	MS038-04	Eighth Grade Science		Scollan, Bridget NMN	301	08/21/2013	06/18/2014	<input type="checkbox"/>
<input type="checkbox"/>	4(A)	13-14	MS088-01	Eighth Grade Health		DiNatale, Janet NMN	Gym	08/21/2013	06/19/2014	<input type="checkbox"/>
<input type="checkbox"/>	3(A)	13-14	MS108-01	Eighth Grade Language Arts		Walsh, Erin NMN	303	08/21/2013	06/18/2014	<input type="checkbox"/>
<input type="checkbox"/>	6(A)	13-14	MS138-03	Eighth Grade Humanities		GILMAN, Michelle NMN	331	08/21/2013	06/18/2014	<input type="checkbox"/>
<input type="checkbox"/>	2(A)	13-14	MS168-04	Eighth Grade Intervention		GILMAN, Michelle NMN	331	08/21/2013	06/18/2014	<input type="checkbox"/>

In the far right of the list of currently enroll students there are check boxes in the drop column.

Click the check box or boxes for the classes you want to un enroll the student from

Then click the drop selected button below the list of classes.

The following screen will display.

Per	Term	Crs-Sec	Course
5	13-14	MS028-02	Eighth Grade Mathematics

Exit Date (MM/DD/YYYY)

Note about exit dates:
The exit date is always the day AFTER the last day the student was in class.
If the student's last day in class was 5/22, then the exit date is 5/23. This applies even if 5/22 was the last day of the term, and even if school is not in session on 5/23.

Enter in the correct exit date. You cannot have an exit date that is equal to or less then the enrollment date for that class.

Once you get the exit date correct click drop class