

Drop A Student From School

As an administrator can drop a student by navigating through

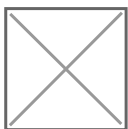
Menu >> Student >> Student Information >> Enrollment Info

You can drop a student from school by going to student information and selecting the student you want to drop or transfer out.

Go to the **Enrollment Info** section under student information. Enter and **Exit Date** and select an **Exit Code**. When the **Transferred Out** code is selected, you will be given an option to select a school within the system to transfer to. If the student is transferring to a school outside the district, then you have to create an **Enrollment Code** as **Transfer Out****of District**. Go to **Setting >>Students >> Enrollment Codes** to do that.



If you just want to drop the student, then fill out the **Exit Date** and **Exit Code** and click **Update**. The student will be dropped from school and will become inactive.



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