# Teachers must have entered all outstanding marks for this student.

<u>Please make sure the student is enrolled into the proper sections and the marks stored before transferring out of school.</u> (Eq. Student is in a CTS Header class and has not been placed in a proper funding AB Ed course)

# DOUBLE CHECK TO SEE IF THERE IS A CONCURRENT ENROLLMENT

There are different situations for students withdrawing or transferring.

Student is staying at school, but withdrawing from a section at the beginning of the course.
 Step 1 then Step 2

2. Student is staying at school, but completed course early or withdrew from a section during the course.

For marks being stored Step 3

For no marks being stored Step 1 then Step 2

3. Student withdrawing from school and transferring out

For marks being stored Step 3

For no marks being stored Step 1 then Step 2

\*Extra step- Unschedule Students Next Year courses in PowerScheduler (if it has been set up and loaded)

Once you decide which situation is occurring, follow the appropriate steps below.

**Correct dates** are crucial when withdrawing or transferring students, if you don't enter accurate dates, you may end up with lost attendance or marks or both.

# Step 1.

Make sure the teacher has entered marks and attendance. BOTH must be updated before dropping the student. Click on **Modify Schedule** under Scheduling

# Scheduling Bell Schedule View List View Matrix View Modify Schedule Request Management Scheduling Setup

Put a check in the **Drop** box next to the class.

Click "Drop Selected" Make sure withdrawal date is correct, because if you use the same date as the Enrollment date you will make the enrollment disappear, AND ALL COURSE DATA FOR THE SELECTED COURSE WILL BE LOST FOR THAT STUDENT



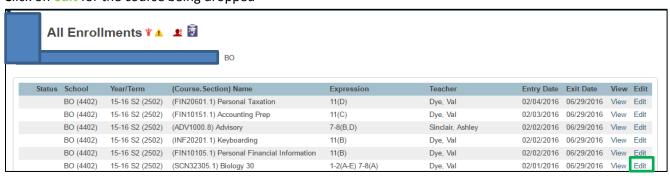
# Step 2.

If there is no marks associated with this enrollment and the student is leaving the course early.

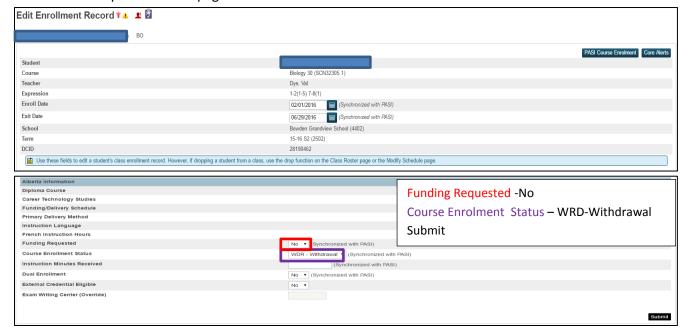
#### Go to All Enrollments



Click on edit for the course being dropped



#### Edit the bottom portion of the page



# Step 3.

## Withdrawn student that needs mark stored.

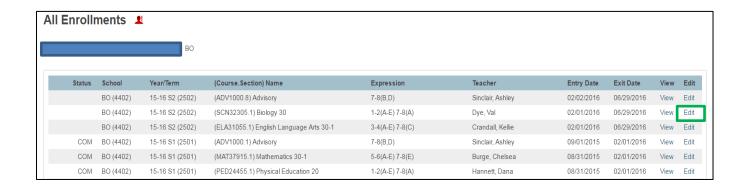
<u>Make sure the student is enrolled into the proper sections and the marks stored before transferring out of the school. (Eq. Student is in a Header class and has not been placed in a proper funding AB Ed course)</u>

Make sure the teacher has entered all the marks, find out what the final mark is. 0% should be entered into Gradebook for all missing past and future assignments.

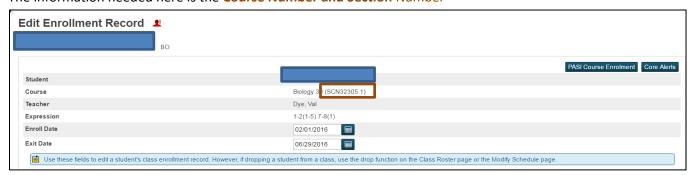
Look up enrolment information in All Enrollments.



Click on Edit for the class the student needs a mark stored for.

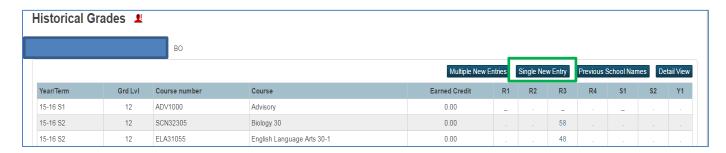


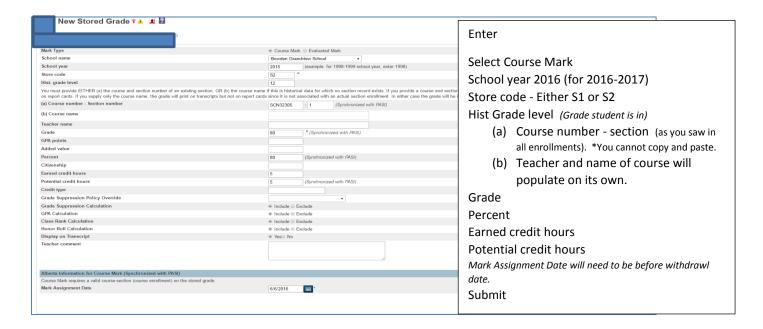
## The information needed here is the Course Number and Section Number



## Now go to Historical Grades >Single new entry





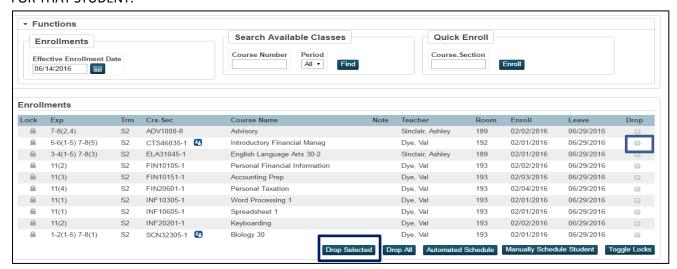


Click on "Modify Schedule" under Scheduling



Put a check in the **Drop** box next to the class being dropped.

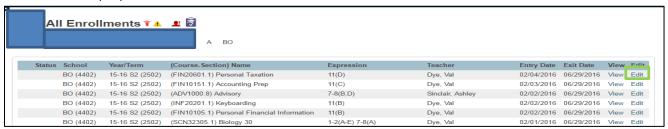
Click "**Drop Selected**" Make sure withdrawal date is correct, because if you use the same date as the Enrollment date you will make the enrollment disappear, AND ALL COURSE DATA FOR THE SELECTED COURSE WILL BE LOST FOR THAT STUDENT.



Go to All Enrollments



Click on edit on proper course.





Go to the document "PowerSchool PASI Course Marks Direct Connect" for instruction on approving mark.

\*Extra step- End of Semester Two

Check the Student's Next Year Course Enrollments in PowerScheduler. If the student is leaving the school, remove Course Enrollments.

Other Things to Remember

To determine if the COURSE WITHDRAWAL QUALIFIES FOR FUNDING, PLEASE REVIEW THE DOCUMENT "End of Term Mark Submission Requirements and Failing marks & CTS Incompletes" to make sure the documentation is in order.

- 1. If the student has completed assignments, instruct the teacher to update the student's marks in the Gradebook.
- 2. Should a teacher need update the marks after marks are stored, do a manual update in PowerSchool Historical Grades, and it will update up to PASI.
- 3. Print off 2 copies of
  - A. Student grades (Quick Look Up view and scores for assignments)
  - B. Attendance
- 4. If this is a Blended student, once you transfer student out you will have to go through the blended class and filter to dropped students. Please make sure all entries are done before transferring out. It's easier.

One for the CUM file / One to be kept on record at the school Make sure you run all the reports you need before you transfer the student out of your school.

# COURSE COMPLETION STATUS CODES (All Enrollments- funding) CTS COURSES

HEADER COURSES	Always NO to funding and WITHDRAWAL	
CTS MODULES	1% - 24%	NO / INCOMPLETE No Approval  Nothing will go up to PASI
	24% - 49%	if 50% of courses has been assessed and worked on YES / INCOMPLETE No approval
	24% - 49%	<ul> <li>Incomplete will appear on Transcript without a mark if less than 50% of course has been assessed and worked on NO / INCOMPLETE No Approval</li> </ul>
	50% +	<ul><li>Nothing</li><li>YES / COMPETE</li></ul>
REGULAR COURSES	1% - 24% 24% - 49%	NO / WITHDRAWAL if 50% of courses has been assessed and worked on YES / COMPLETE
	24% - 49%	<ul> <li>The mark will appear on Transcript if less than 50% of course has been assessed and worked on NO / WITHDRAWAL</li> </ul>
	50% +	<ul><li>Nothing will go up to PASI</li><li>YES / COMPETE</li><li>Mark will appear on Transcript</li></ul>

#### NOTES:

- Never use INCOMPLETE (INC) for regular courses (ONLY CTS)
- Withdrawal (WDR) no associated mark goes up to PASI
- Incomplete (INC) mark