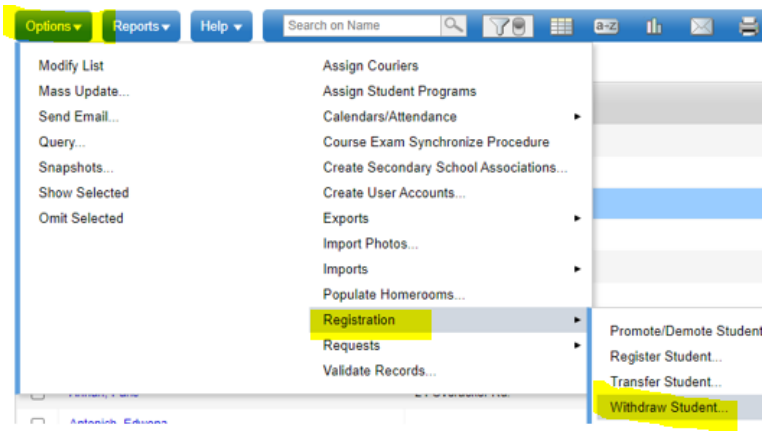
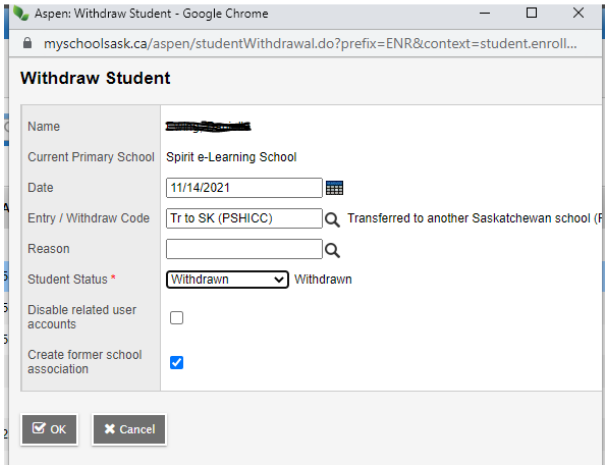
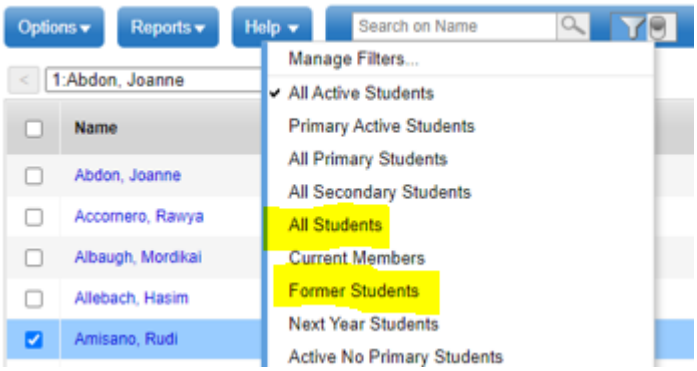
Withdrawing a Student

- Student TT
- Select the checkbox beside the student to withdraw
- Options
- Registration
- Withdraw Student
- Complete the popup as shown
    - Check the Name to ensure the correct student is selected
    - Date
    - Entry/Withdraw code
    - Student Status – set to Withdrawn
    - Check the 'Create former School Association' check box
    - OK





After students are withdrawn, they can still be accessed by using the Filter option and select 'Former Students' or 'All Students'.