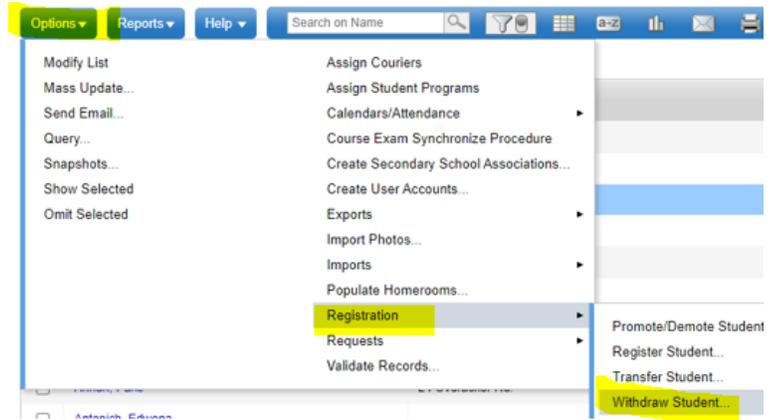


Withdrawing a Student

- 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 - Student Status – set to Withdrawn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

A screenshot of a web browser window titled 'Aspen: Withdraw Student - Google Chrome'. The browser address bar shows the URL 'myschoolsask.ca/aspen/studentWithdrawal.do?prefix=ENR&context=student.enroll...'. The main content area is titled 'Withdraw Student' and contains a form with the following fields:

- Name: [Redacted]
- Current Primary School: Spirit e-Learning School
- Date: 11/14/2021
- Entry / Withdraw Code: Tr to SK (PSHICC) [Search icon]
- Reason: [Search icon]
- Student Status: Withdrawn [Dropdown menu]
- Disable related user accounts:
- Create former school association:

At the bottom of the form are 'OK' and 'Cancel' buttons.

After students are withdrawn, they can still be accessed by using the Filter option and select ‘Former Students’ or ‘All Students’.

