## IUSD Student Withdrawal Report Form

The Student Withdrawal Report form is an excellent tool to use when students are leaving a school site.

To customize the withdrawal form headings you will need to click on "View All Forms".



## Add a Filter and type in withdrawal then click OK.

	E All A	Enter Filter Statement		× 0 ×					
	Sele form •ALL	Enter word or phrase for which you wo search.	uld like to O	K eclick on lisplayed.					
		withdrawal							
		Copy One Students Related Records	From Another Sch	lool					
	CounselingBeforeFLG								
		Discipline Analysis							
		Extracurricular Activities							
		Student Groups							
		Supplemental Attendance							
		Victims and Witnesses							
	ATT	Absence Re-Admit Slips							
	ATT	Absence Verification Letter Text Editor							
	ATT	Absence Verification Letter to Parents							
	ATT	Absence/Tardy Letter Text Editor/CAR							
	ATT	Absence/Tardy Letters To Parents/CAR							
	ATT	Attendance Notes		<b>T</b>					
	• Ad	d <u>F</u> ilter	0 <u>K</u>	EXIT					
-1L			-VIEV						

Server database is DST11000iusd On Server shackleton.iusd.org

Click on "Define Withdrawal Form Headings", and then click OK.



You will now get the screen where you can change what you'd like displayed on the actual withdrawal form.

Customize these headings and the Footer text if you'd like something other than the defaults. Click OK

See screenshot below:

😑 Define Withdraw	val Form Headings						
Headings on the Student Withdrawal Form							
Heading 1:	Heading 1: Clearance						
Heading 2:	ding 2: ID Card						
Heading 3: Library Books							
Heading 4:	Bookkeeper						
Heading 5:	Heading 5: Locker						
Heading 6: Attendance							
Heading 7: Administration							
Heading 8: Additional Info							
Ent	er Withdrawal Form footer text here.						
STUDENT: An of	RETURN COMPLETED FORM TO REGISTRAR. fficial transcript will be sent on request.						
C Reset Footer Te	<u>O</u> K <u>C</u> ancel						

You are now ready to use the Student Withdrawal Form. You must first enter a leave date for the student. The withdrawal report will not print unless a leave date is entered on the STU screen.

See below screenshot of where that needs to be entered.

2011-2012Turtle Rock Elementary5/11/2012							
Student Data 1 (STU)         Student Data 2 (STU)         Student Data 3 (STU)         Secondary Student Data (SSD)							
Stu#         Last Name         First Name         Middle Name         Suffix Perm ID No.         Sex Grade Birthdate         Age							
006751 Blakemore Test 156110105 F 2 3/19/2004 8							
Parent/Guardian Area/Telephone Fathers Work Extn Mothers Work Extn Name/Addr Ver Verified Status							
Debbie Blakemore (999) 999-9999							
Mailing Address City State Zipcode/Extr / GridCd Interdist xfer / District / Leave Date							
6 Wheatley Court Irvine CA 92617 C1911 C 05/07/2012							
Residence (if different) City State Zipcode/Extra Schl Enter Dt Dist Enter Dt							
6 Wheatley Court Irvine CA 92617 05/07/2012 05/11/2012							
Teacher Number Name Locker Res Schi NxtSchi NxtGrd NxtTrk Rcd Rei ParEd							
Corring Hm Lag LangElu Track Prog AttPam1 AttPam2 Ethnicity Race (EthCd)							
The second secon							
User1 User2 User3 Gate User5 User6 PS User8 MG Sarb User11 User12 RepCrd							
Student is active and has a Leave date in STU Check Show Inactives							
1 Attendance       2 Supplemental       3 Medical       4 Discipline       5 Siblings       6 Contacts       V Quick Con       W Acad Plan       Y Enroll Hist							
<u>7</u> Tests <u>8</u> Fees <u>9</u> Assessmnt <u>0</u> Counseling <u>E</u> SpecEd <u>H</u> Language <u>I</u> Interventions <u>S</u> Programs <u>7</u> Crs Req							
<u>J</u> Classes <u>K</u> Grades <u>L</u> Transcript <u>M</u> Misc <u>N</u> CrsAttend <u>O</u> College <u>T</u> GATE <u>Q</u> DST Info Extra Actv							
LOCATE UPDATE C Print Preview OTHER							
Backward         Get         Forward         Add         Change         Delete         UpdATT         Print         eXit         Reports							

Now that the leave date has been entered, you are ready to access and print out the Student Withdrawal Report form.

Click on "View All Reports". (Note- this is different than the "View All Forms" area you were clicking on in the very first step.)

See screenshot below:



Add a Filter and type in withdrawal then click OK.

	IES Reports   IES Reports IES Reports  IES Reports  IES Reports  IES Reports IES Re
Sele rep •ALL	Enter word or phrase for which you would like to OK display. Search. Cancel T CTXTBK
Group	withdrawal
	Print Grade Report Cards Mailing IUSD Print Grade Report Cards Mailing IUSD/14" Print Grade Report Cards Mailing Abs/Tardy IUSD
	Print Grade Report Cards Mailing Abs/Tardy IUSD/14" Print Grade Report Cards Mailing Cred/Abs/Tardy IUSD/14" Print Grade Report Cards Mailing Credits/Abs/Tardy IUSD Print Parent Portal Letter Stonecreek IUSD Print Student Emergency Card Print Student Groups
	Print Student Groups Print Student Cords/Laser IUSD Print Students With Consecutive Absences
₩ Add	ilter Group Clear
	0 <u>K</u> EXIT

Click on "Print Student Withdrawal Form", and then click OK

All AERIES Reports	- • ×
Preview before printing	Add Query Condition
Select report to be printed. Click report to do both. You can also	on OK to run report. Or doubleclick on select one group of reports to display.
CALL CATT CCLS CGRD CMST C	<u>OTH CPRG CSCH CSTU CIST CTXTBK</u>
Group Report STU Print Student Withdrawal Form	1
withdrawal	Group Clear

The Print Student Withdrawal Form Options box opens for you. Make any selections you'd like and enter the date fields accordingly. Click OK.

See screenshot below:

Date options: C Do not display C Left-justify C Center C Right-justify Print classes student was enrolled in on or after						
<ul> <li>Do not display</li> <li>Left-justify</li> <li>Center</li> <li>Right-justify</li> </ul> Print classes student was enrolled in on or after						
C Left-justify C Center Right-justify Print classes student was enrolled in on or after						
Center Right-justify Print classes student was enrolled in on or after						
Print classes student was enrolled in on or after						
Print classes student was enrolled in on or after						
enfoned in on or alter						
this date (CAR.DE)						
05/07/2012						
ed Letterhead						
Include Enrollment						
Include Outstanding Fees						
oks Checked Out						
Classes						
<u>C</u> ancel						

Below is what the Student Withdrawal Report looks like.

		(949)	Turtle Rock I 5151 Ama Irvine, CA 936-6250   Fa	Elementary alfi Drive 92612 ax (949) 930	6-6259				
			May 11,	2012					
		:	Student Witho	Irawal Rep	ort				
Stu#: Student Name: Address: City: Counselor:	6751 Test Blakemore 6 Wheatley Court Irvine, CA. 92617 Kliger	Birthdate:	3/19/2004 Sex: Hisp/Latino: Race: Grade:	Age F N White 2	8	Perm State Leave Enter Loc	ID #: e ID#: Date: Date: ker #:	156110105 5/7/2012 5/7/2012	
-					Last D	ay Atten	ded:		
Reason for leavi New Address: Next School:	ıg								
Authority for With	drawal:								
Sec# Per CrsID 109 1 0002	Course title Grade 2	Rn 35	n# Teache Kliger	۶r	Mark 9	% Citz	W/H	Signature	
D Card: Library Books: Bookkeeper: Locker: Attendance:									
Administration:									
Additional Info:									
	STUE	ENT: RET	URN COMPLE	ETED FORI	M TO RE	GISTRA	R.		

May 11, 2012