

# IUSD Student Withdrawal Report Form

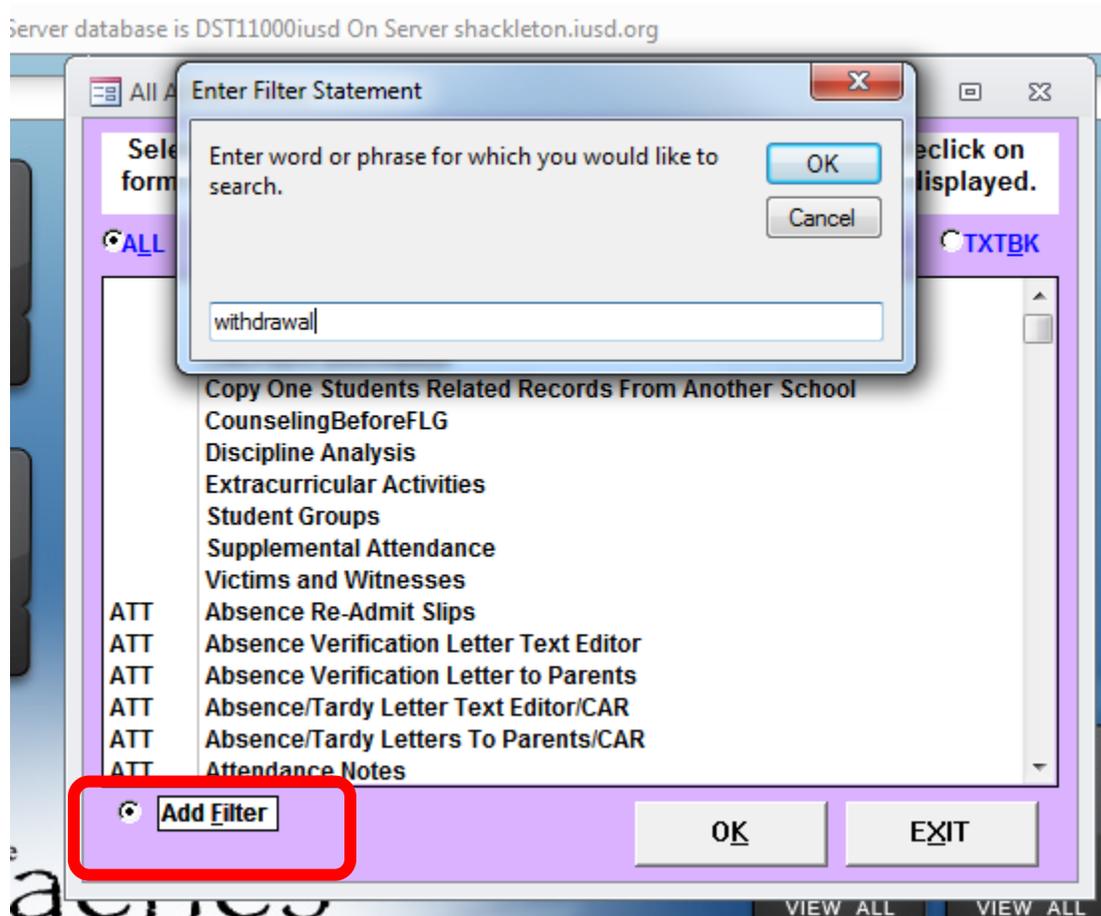
The Student Withdrawal Report form is an excellent tool to use when students are leaving a school site.

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



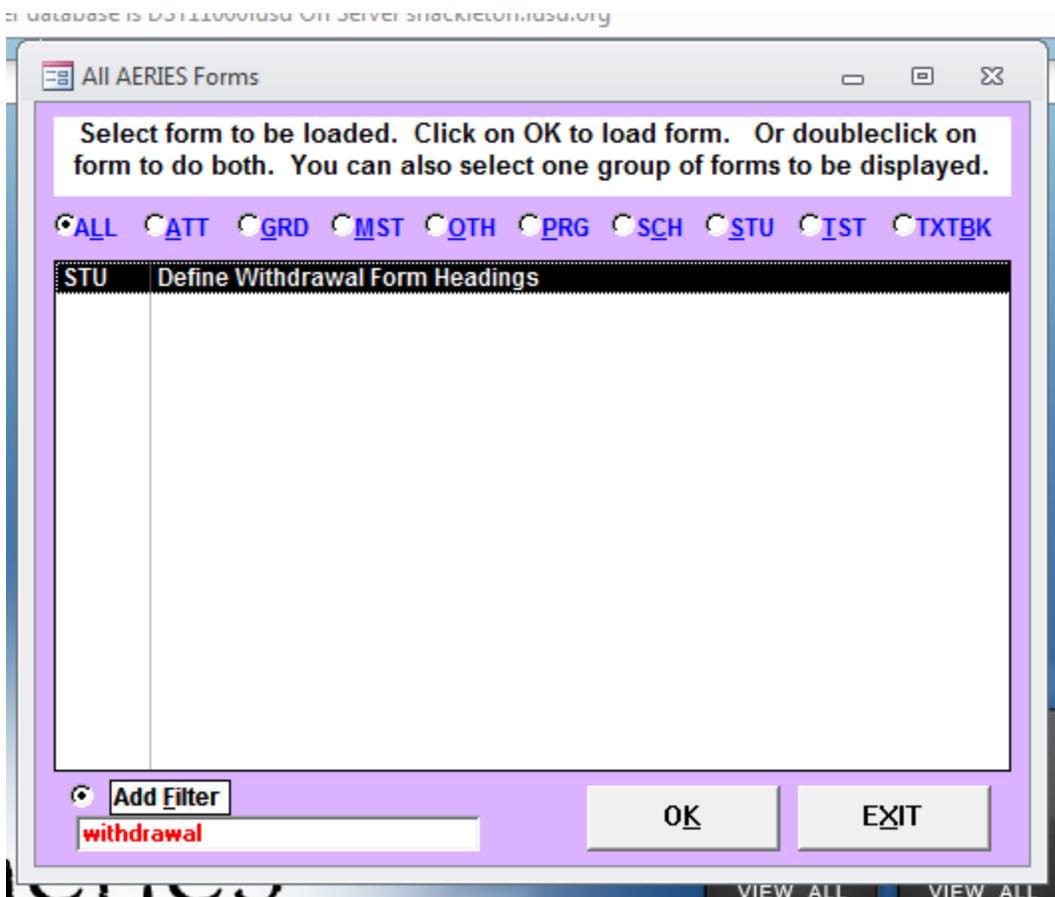
May 11, 2012

Add a Filter and type in withdrawal then click OK.



May 11, 2012

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 Withdrawal Form Headings

Headings on the Student Withdrawal Form

Heading 1: Clearance

Heading 2: ID Card

Heading 3: Library Books

Heading 4: Bookkeeper

Heading 5: Locker

Heading 6: Attendance

Heading 7: Administration

Heading 8: Additional Info

Enter Withdrawal Form footer text here.

STUDENT: RETURN COMPLETED FORM TO REGISTRAR.  
An official transcript will be sent on request.

Reset Footer Text

OK Cancel

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.

May 11, 2012

## Student Data Screen - Leave Date Field

The screenshot displays the 'Student Data 1 (STU)' tab for a student named Debbie Blakemore. The 'Leave Date' field is highlighted with a red box and contains the value '05/07/2012'. Below the form, a status message reads 'Student is active and has a Leave date in STU'. The bottom of the screen features a navigation bar with buttons for 'Backward', 'Get', 'Forward', 'Add', 'Change', 'Delete', 'UpdATT', 'Print', 'eXit', and 'Reports'.

Stu#	Last Name	First Name	Middle Name	Suffix	Perm ID No.	Sex	Grade	Birthdate	Age
006751	Blakemore	Debbie	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/Extn	GridCd	Interdist	xfer / Dist	Y	Leave Date
6 Wheatley Court	Irvine	CA	92617	C1911				05/07/2012

Teacher Number	Name	Locker	Res Schl	NxtSchl	NxtGrd	NxtTch	NxtTrk	Rcd Rel	ParEd
760	Kliger		156	156	2	0	A		

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

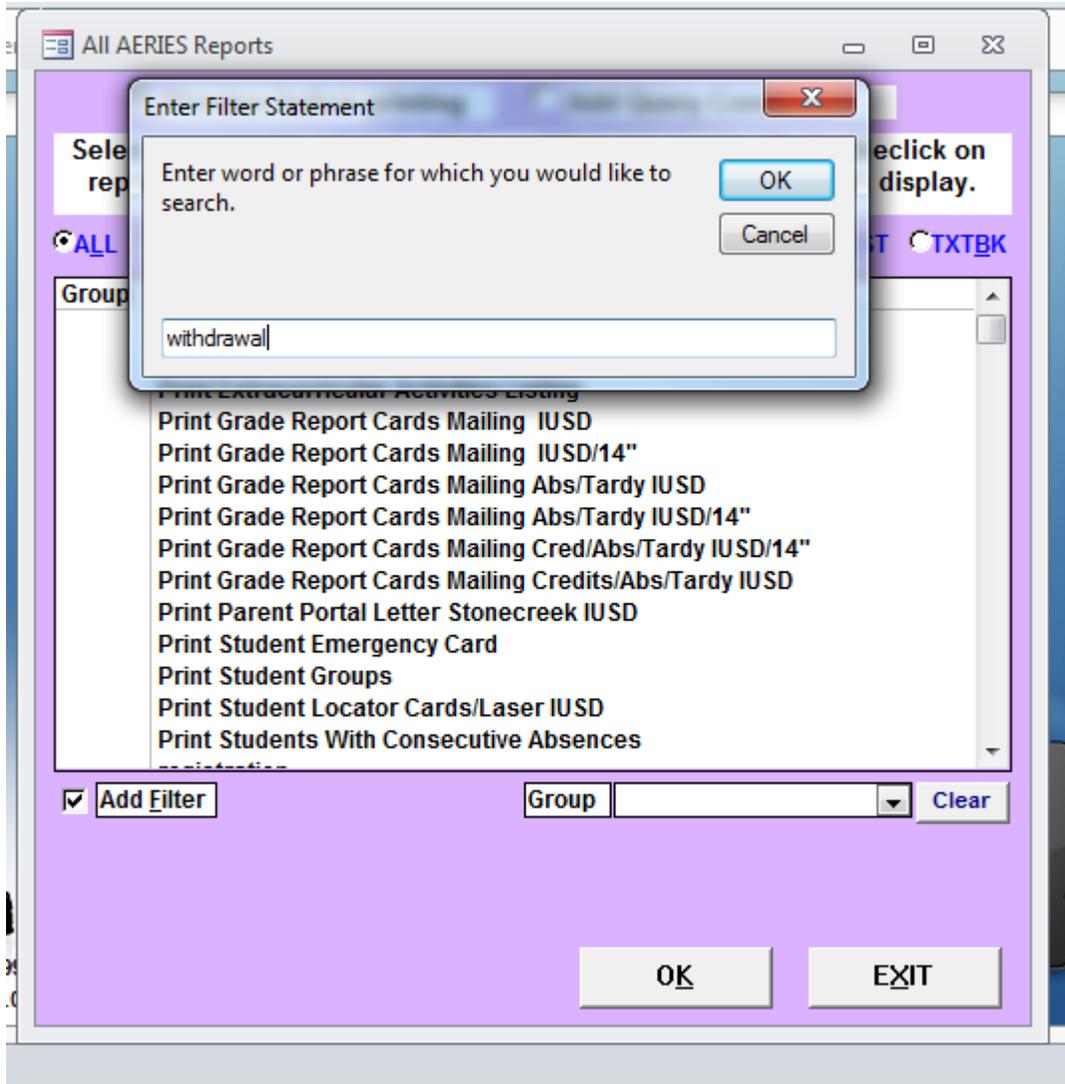
Click on "View All Reports". (Note- this is different than the "View All Forms" area you were clicking on in the very first step.)

See screenshot below:



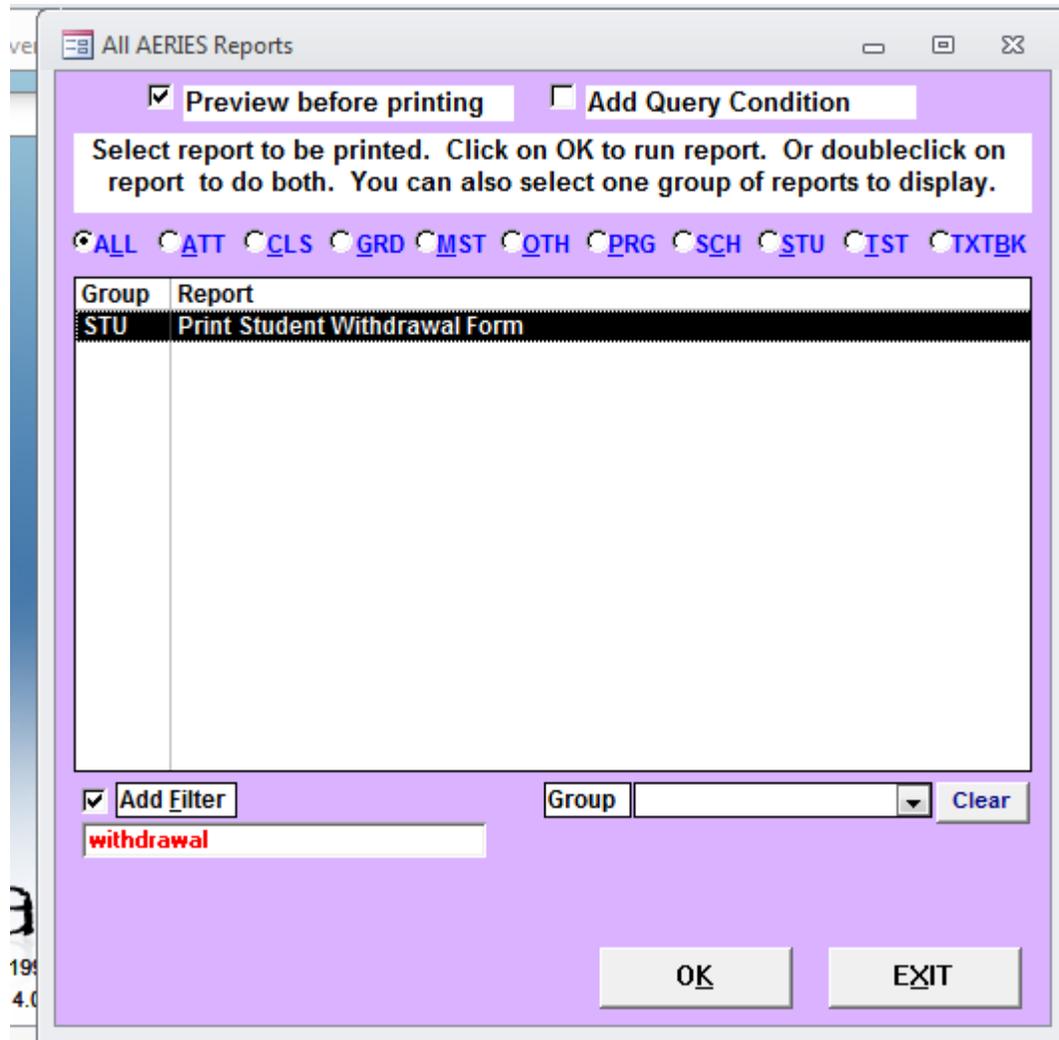
May 11, 2012

Add a Filter and type in withdrawal then click OK.



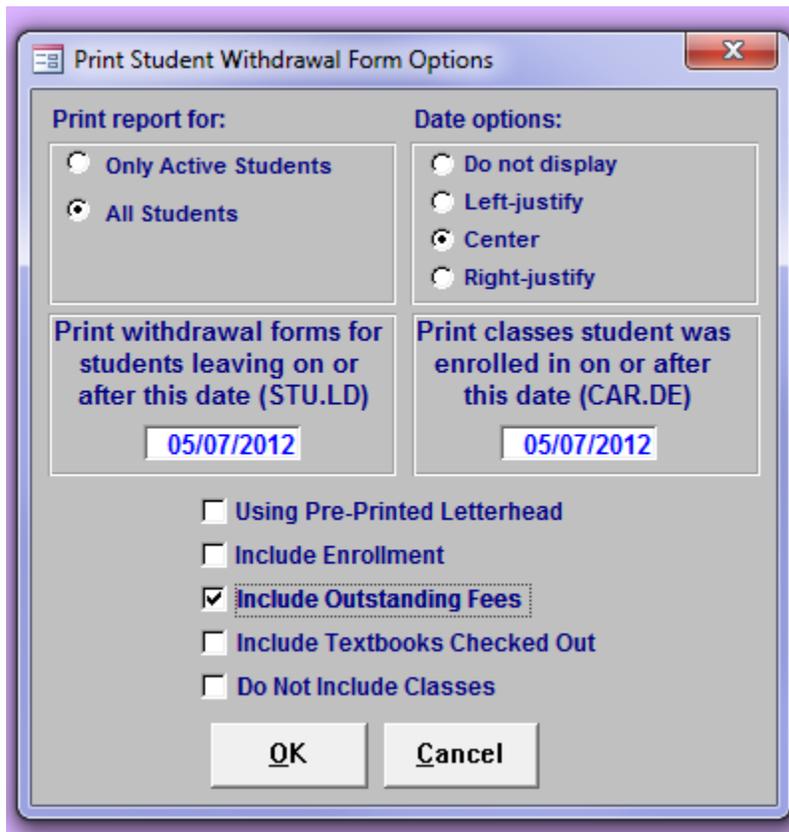
May 11, 2012

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



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:



Below is what the Student Withdrawal Report looks like.

Turtle Rock Elementary  
5151 Amalfi Drive  
Irvine, CA. 92612  
(949) 936-6250 | Fax (949) 936-6259

May 11, 2012

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**Student Withdrawal Report**

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Stu#: 6751      Birthdate: 3/19/2004      Age: 8      Perm ID #: 156110105  
Student Name: Test Blakemore      Sex: F      State ID#: \_\_\_\_\_  
Address: 6 Wheatley Court      Hisp/Latino: N      Leave Date: 5/7/2012  
City: Irvine, CA. 92617      Race: White      Enter Date: 5/7/2012  
Counselor: Kliger      Grade: 2      Locker #: \_\_\_\_\_

Last Day Attended: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

New Address: \_\_\_\_\_

Next School: \_\_\_\_\_

Authority for Withdrawal: \_\_\_\_\_

Sec#	Per	CrslD	Course title	Rm#	Teacher	Mark %	Citz	W/H	Signature
109	1	0002	Grade 2	35	Kliger	_____	_____	_____	_____

\* Please sign above and show average grade from the beginning of the current semester to the present time.

Clearance: \_\_\_\_\_

ID Card: \_\_\_\_\_

Library Books: \_\_\_\_\_

Bookkeeper: \_\_\_\_\_

Locker: \_\_\_\_\_

Attendance: \_\_\_\_\_

Administration: \_\_\_\_\_

Additional Info: \_\_\_\_\_

STUDENT: RETURN COMPLETED FORM TO REGISTRAR.  
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