



## Withdrawal Process

The enrolment system offers the ability to conduct withdrawals fully online at the school level. Period(s) will be created to facilitate the withdrawal process, where parent(s) can request a withdrawal for their student. Once parent(s) have submitted a withdrawal request, we can then view the appropriate dashboard and proceed with processing.

- (1) Log into your staff account on the Parent Portal (<https://parents.sd42.ca>)
- (2) Navigate to Administration -> Enrolment where we can see the Period Dashboard.



- (3) Select the appropriate withdrawal period from the dashboard in the selected school year.




### Registration Period Dashboard


Select School Year:

Period Name	Grades	*	i	📄	🕒	#	✖	✓	↔	⇅	↶
Kindergarten Registration - Sibling Phase	KF	0	0	0	0	0	0	0	0	0	0
Kindergarten Registration - Choice Phase	KF	0	0	0	0	0	0	0	0	0	0
Kindergarten Registration - General Phase	KF	0	0	0	0	0	0	0	0	0	0
Kindergarten Registration - Late Phase	KF	0	0	0	0	0	0	0	0	0	0
Kindergarten Registration - Open Phase	KF	0	0	0	0	0	0	0	0	0	0
Withdraw student from School District 42	KF, 01, 02, 03, 04, 05, 06...	0	0	0	0	0	0	0	0	0	5
New to District Student Registration for ...	KF, 01, 02, 03, 04, 05, 06...	0	0	0	0	0	0	0	0	0	0
New to District Student Registration for ...	08, 09, 10, 11, 12	0	0	0	0	0	2	0	2	0	0
Transfer Request for Students Grade K-7 (...)	KF, 01, 02, 03, 04, 05, 06...	0	0	0	0	0	0	0	0	0	0
Transfer Request for Students Grade 8-12 ...	07, 08, 09, 10, 11, 12	0	0	0	0	0	0	0	0	1	0



(4) From the enrolment grid, we can identify withdrawals using the status icons on the left-hand side. Please note the highlighted states are clickable and launch the “Manage Withdrawal” popup. This process is covered below.

-  **New Withdrawal Request** - This identifies a new withdrawal request at the current school. Hovering over this icon displays the description in a tooltip.
-  **Withdrawal Request Complete** - This identifies a withdrawal request which has been approved at the current school. Hovering over this icon displays the description in a tooltip.
-  **Request Cancelled** - This identifies the transfer request as having been cancelled. Hovering over this icon displays the description in a tooltip.

-  • **New Withdrawal Request** - This is the first status of the withdrawal process, and **only shows on the current schools’ dashboard**. The current school can view the withdrawal request, including a requested withdrawal date and reason (if applicable - configured at the period level) and process the withdrawal accordingly. Clicking on this icon (or the “Manage Withdrawal” button in the details grid) launches the Manage Withdrawal window.
  - **Student Name** - This is the name of the withdrawing student
  - **Student Number** - This is the student number of the withdrawing student
  - **Current School** - This is the current school of the withdrawing student
  - **Current Grade** - This is the current grade of the withdrawing student
  - **Requested Date** - This is the requested withdrawal date. This field may not appear unless the period is configured to show it
  - **Siblings** - If siblings are present, hovering over “View Siblings” will present the list in a tooltip, otherwise there will be “No Siblings Listed”
  - **Withdrawal Reason** - This is the reason for requesting a withdrawal. A radio button option for “Transferring to another School District” or “Other”. This field may not appear unless the period is configured to show it
  - **School Details** - If the withdrawal reason is “Transferring to another School District”, the withdrawal school name will appear here
  - **School Address** - If a withdrawal school is listed, its address will be listed here
  - **Provided Details** - If the withdrawal reason is “Other”, the provided details will be listed here
  - **Complete Withdrawal** - Clicking this completes the withdrawal request, and no further action is required
  - **Decline** - Clicking this stops the withdrawal request, and no further action is required

In order to process the withdrawal, a couple of tasks must be completed by the school.

- These tasks include ensuring the textbooks have been collected, and MyEdBC information has been updated to reflect the student withdrawal
- Please visit the [MyEducationBC](#) website for [guidance on the withdrawal process](#).



**Manage Withdrawal - Marty McFly**

Student Withdrawal Request			
Student Name	McFly, Marty	Student Number	624356
Current School	Hammond Elementary	Current Grade	07
Requested Date	September 13, 2021		
Siblings	No Siblings Listed		
Withdrawal Reason	<input checked="" type="radio"/> Transferring to another School District <input type="radio"/> Other		
School Details	Stoney Creek Elementary		
School Address	2740 Beaverbrook Crescent, Burnaby, BC, Canada		
Office Use			
<input type="checkbox"/>	Outstanding textbooks collected from transferring student		
<input type="checkbox"/>	MyEDBC updated with student withdrawal		
<input type="button" value="Close"/>	<input type="button" value="Complete Withdrawal"/>	<input type="button" value="Decline"/>	

- ➡ • **Withdrawal Request Complete** - Once the tasks have been completed, and the “Complete Withdrawal” button clicked, the withdrawal is marked as completed and no further actions are required

Should you require any further assistance, or have any questions, please reach create an [IT Helpdesk ticket](#), or reach out to the Help Desk directly.

