

## **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 (<a href="https://parents.sd42.ca">https://parents.sd42.ca</a>)
- (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: 2021/2022 - Current Year **Period Name** \* # 8 +3 0 Kindergarten Registration - Sibling Phase KF 0 0 0 KF 0 0 0 0 0 0 Kindergarten Registration - Choice Phase KF 0 Kindergarten Registration - General Phase 0 0 0 0 0 0 Kindergarten Registration - Late Phase KF 0 0 0 0 0 0 0 Kindergarten Registration - Open Phase Withdraw student from School District 42 KF, 01, 02, 03, 04, 05, 06. 0 0 0 0 0 0 0 New to District Student Registration for ... KF, 01, 02, 03, 04, 05, 06... 0 0 0 0 0 0 0 0 0 New to District Student Registration for $\dots$ 08, 09, 10, 11, 12 0 0 0 0 0 KF, 01, 02, 03, 04, 05, 06... Transfer Request for Students Grade K-7 (... Transfer Request for Students Grade 8-12 ... 07, 08, 09, 10, 11, 12 0



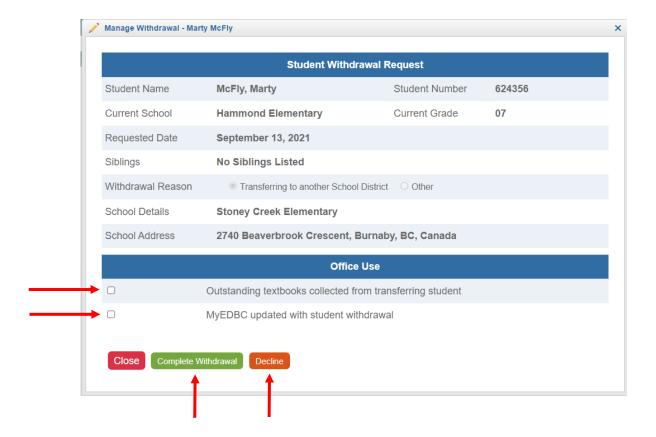
- (4) From the enrolment grid, we can identify withdrawals using the status icons on the left-hand side. Please note the highlighted states are clickable and launch the "Manage Withdrawal" popup. This process is covered below.
- New Withdrawal Request This identifies a new withdrawal request at the current 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.
  - O **Student Name** This is the name of the withdrawing student
  - o **Student Number** This is the student number of the withdrawing student
  - o Current School This is the current school of the withdrawing student
  - o *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
  - o 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.







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 <u>IT Helpdesk</u> <u>ticket</u>, or reach out to the Help Desk directly.

