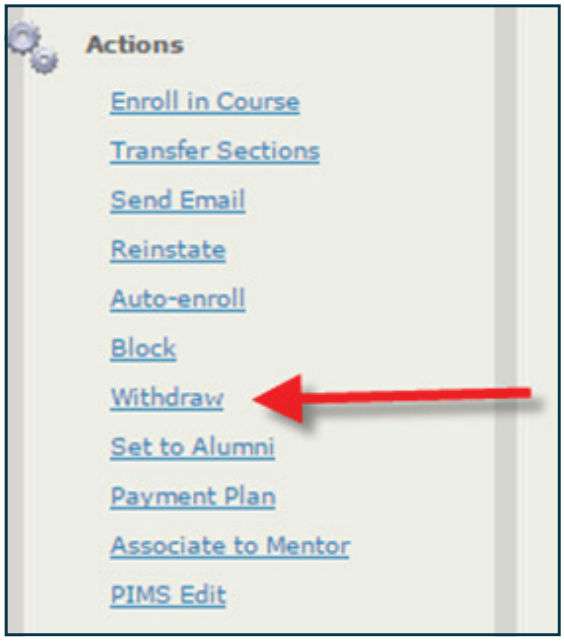
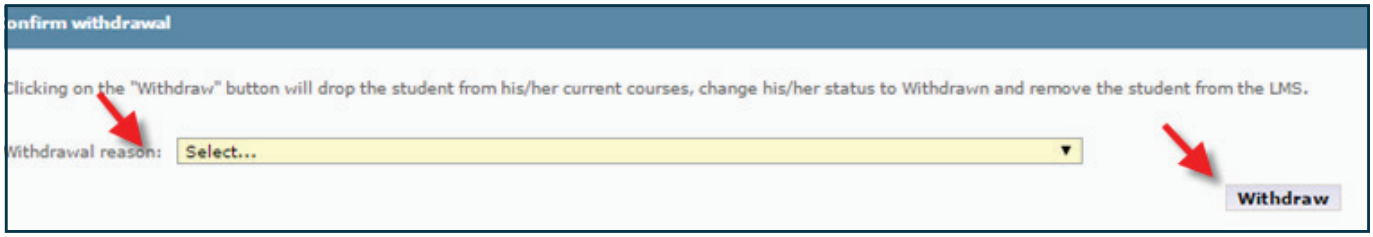
How to Withdraw or Deactivate a Student

If you are dropping only one course, please see How to Update Current Enrollments

1. Find the student in the SIS.
2. Choose **"Withdraw"** under Actions on the Left side of the screen.



3. Choose the withdrawal reason.



4. Click "**Withdraw".**

   It is helpful to also make a note on the student page with the date, your name, and reason for withdrawal for anyone who may look up the student at a later time.

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