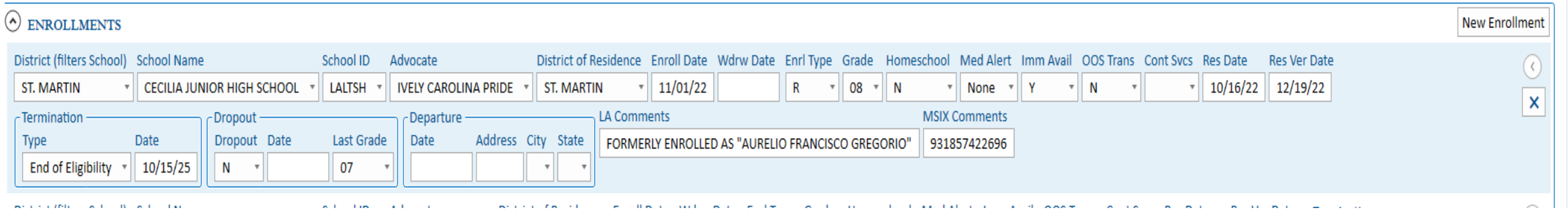
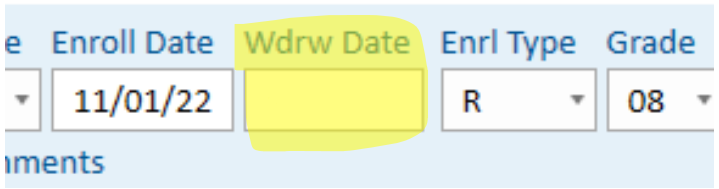
DATA

WITHDRAWAL PROCESS

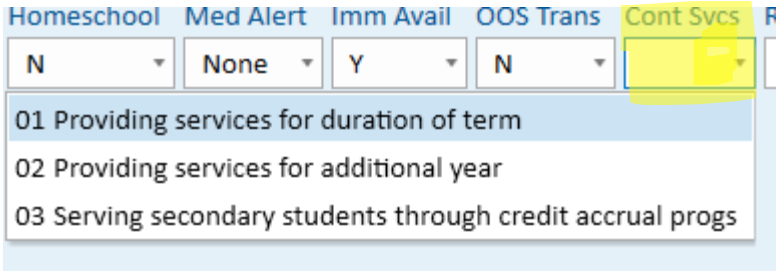


WITHDRAWAL DATES



ENTER WITHDRAWAL DATE FOR SCHOOL YEAR ENROLLMENT

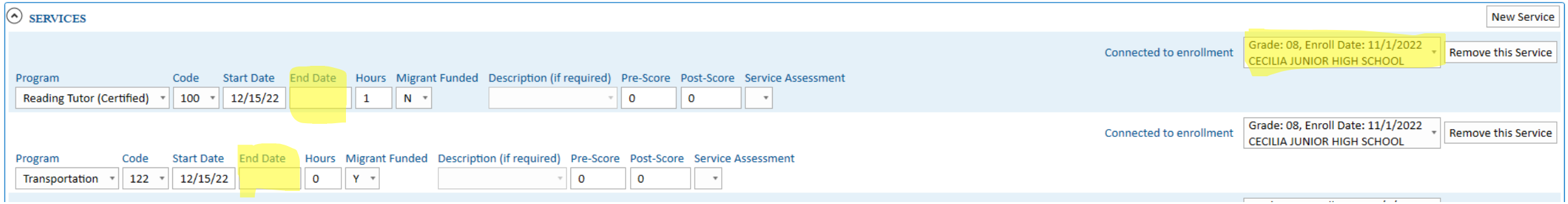
COS – CONTINUATION OF SERVICES



ENTER "COS", IF APPLICABLE

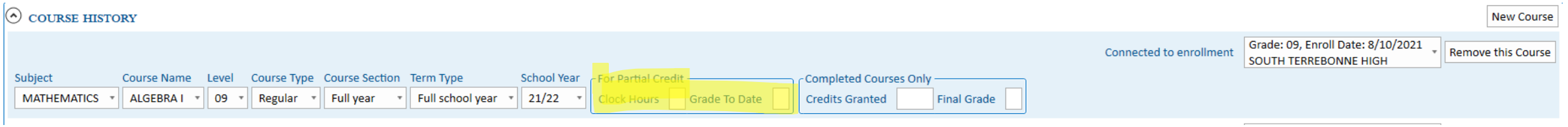
***IF STUDENT'S ELIGIBILITY EXPIRED DURING SCHOOL YEAR AND YOU DID NOT WITHDRAW AT THE TIME OF EXPIRATION, COS MUST BE COMPLETED**

SERVICES

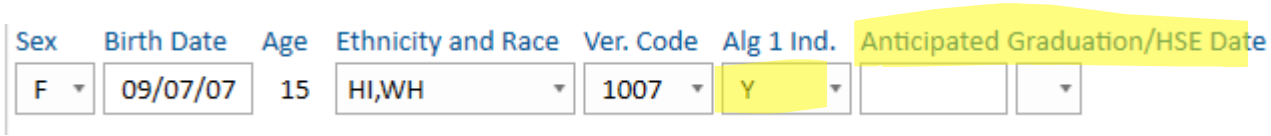


MAKE SURE THAT EACH SUPPLEMENTAL SERVICE HAS AN ENDING DATE

SECONDARY CREDIT (COURSE HISTORY)

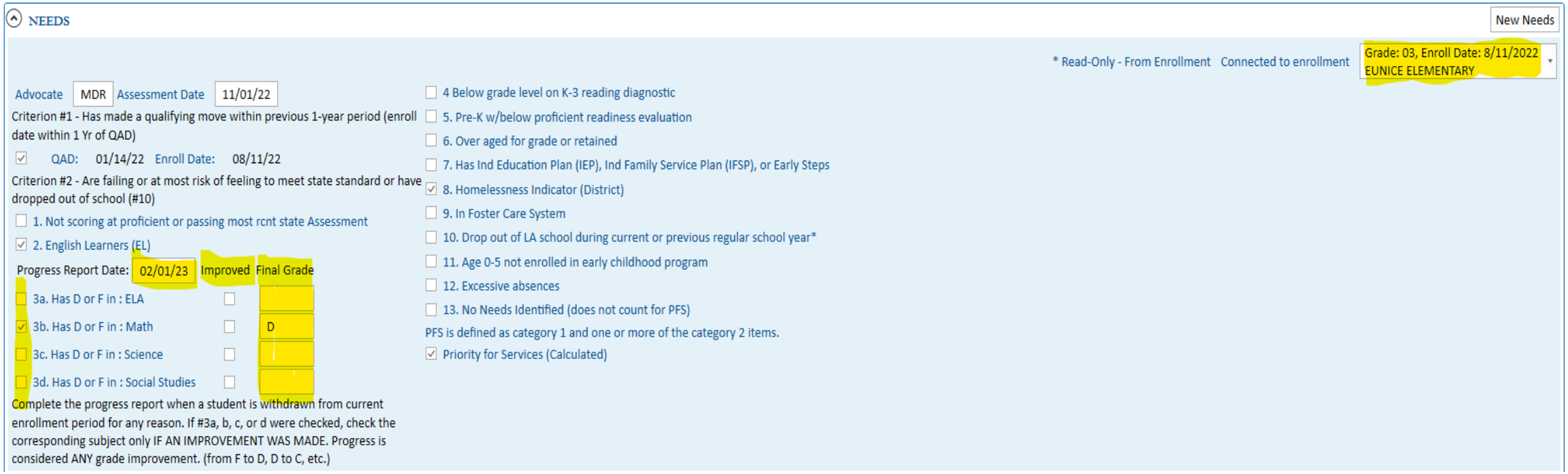


COMPLETE EACH COURSE INFORMATION WITH EITHER PARTIAL CREDIT OR COMPLETED COURSE CREDIT FOR ALL HIGH SCHOOL STUDENTS



MAKE SURE THAT EACH STUDENT THAT HAS COMPLETED ALGEBRA 1 HAS "Y"
(HIGH SCHOOL ONLY) ENTER THE ANTICIPATED DATE AND INDICATE WHICH (GRADUATION/HSE)

NEEDS

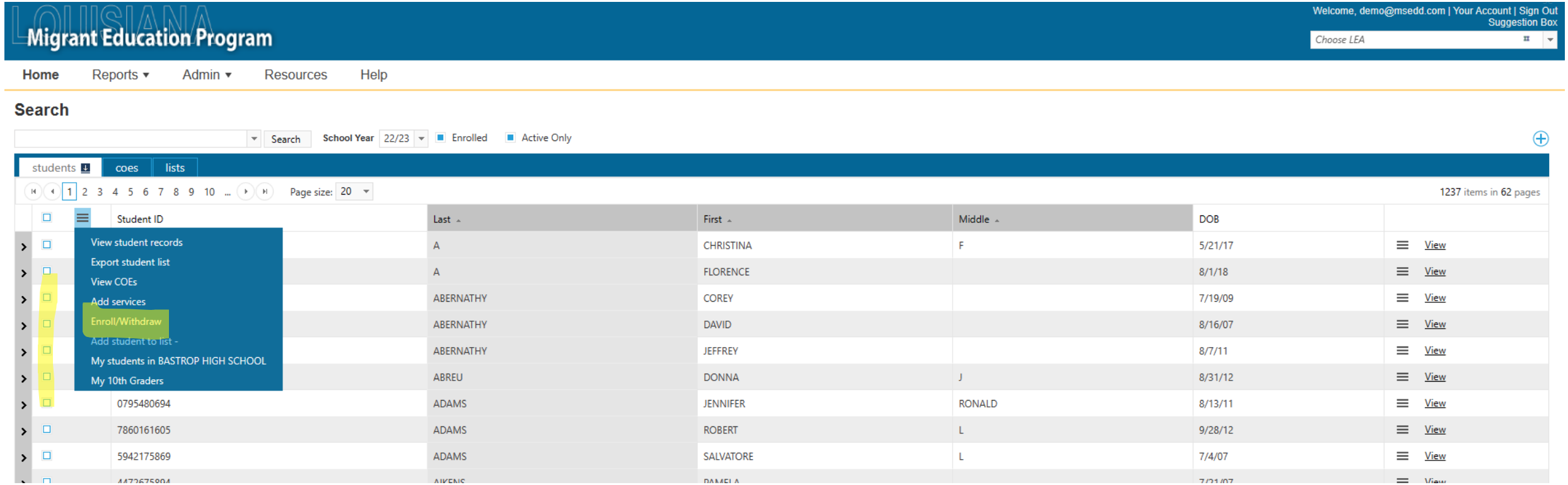


ENTER FINAL GRADE INFORMATION ON NEEDS SCREEN, IF APPLICABLE

ASSESSMENT

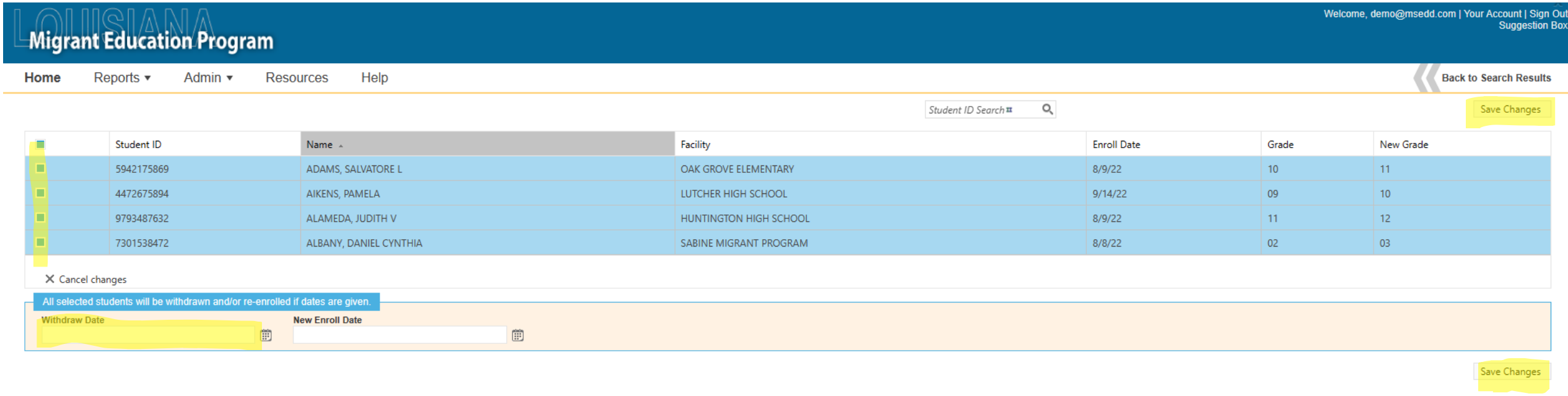
IF ANY ASSESSMENT SCORES ARE AVAILABLE, ENTER THESE ON ASSESSMENT SCREEN

MASS WITHDRAWAL – WebSnap



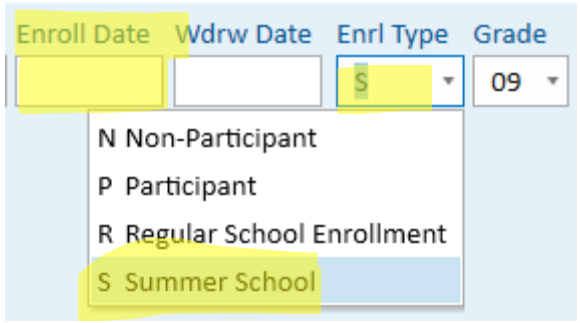
1. **CHECK EACH STUDENT THAT WILL HAVE THE <u>SAME WITHDRAWAL DATE</u>**
2. **CLICK "HAMBURGER" DROPDOWN AND SELECT "ENROLL/WITHDRAW"**

MASS WITHDRAWAL - WebSnap



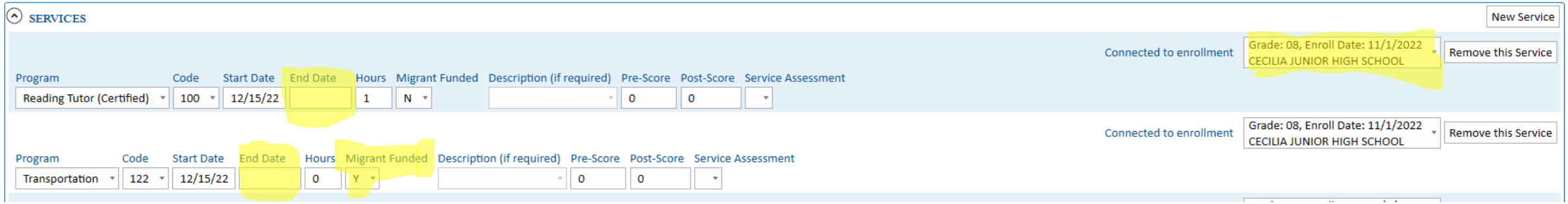
1. **THE STUDENTS SELECTED WILL APPEAR**
2. **ENTER A WITHDRAW DATE**
3. **CLICK "SAVE CHANGES"**

SUMMER ENROLLMENTS / WITHDRAWALS



1. **ENTER ENROLLMENT DATE FOR SUMMER ENROLLMENT**
2. **ENTER "S" AS ENROLLMENT TYPE**
3. **ENTER GRADE THAT STUDENT IS IN**
4. **AT THE END OF THE SUMMER PROGRAM, ENTER A WITHDRAWAL DATE**

SERVICES



EACH STUDENT ENROLLED IN A SUMMER PROGRAM, FUNDED IN ANY PART BY MEP FUNDS, MUST HAVE AT LEAST 1 SUPPLEMENTAL SERVICE PROVIDED!

1. **ENTER APPROPRIATE SERVICE PROVIDED TO STUDENT DURING SUMMER**
2. **ENTER A START DATE**
3. **ENTER AN END DATE**
4. **ENTER “Y” FOR MIGRANT FUNDED**

NEEDS

1. **A NEEDS WILL BE GENERATED FOR THE ENROLLMENT DATE**
2. **COMPLETE THE NEEDS TO SHOW PFS**
    1. **IT IS NOT NECESSARY TO COMPLETE #3**