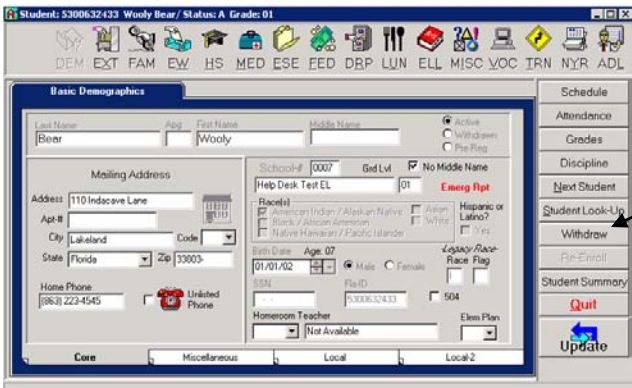
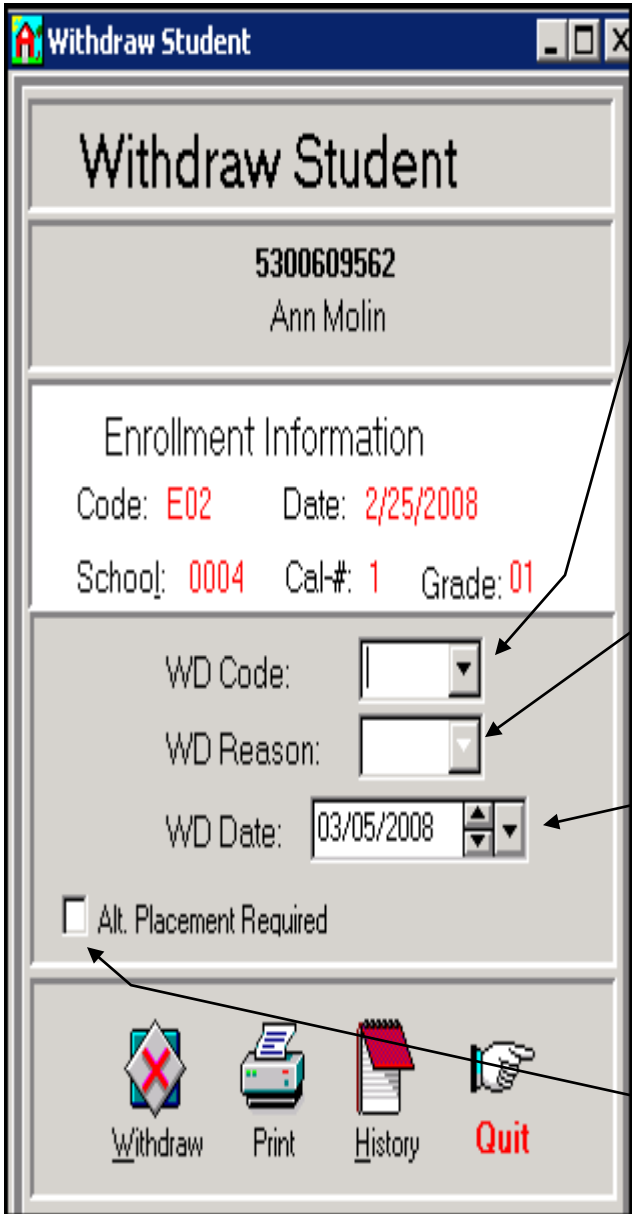


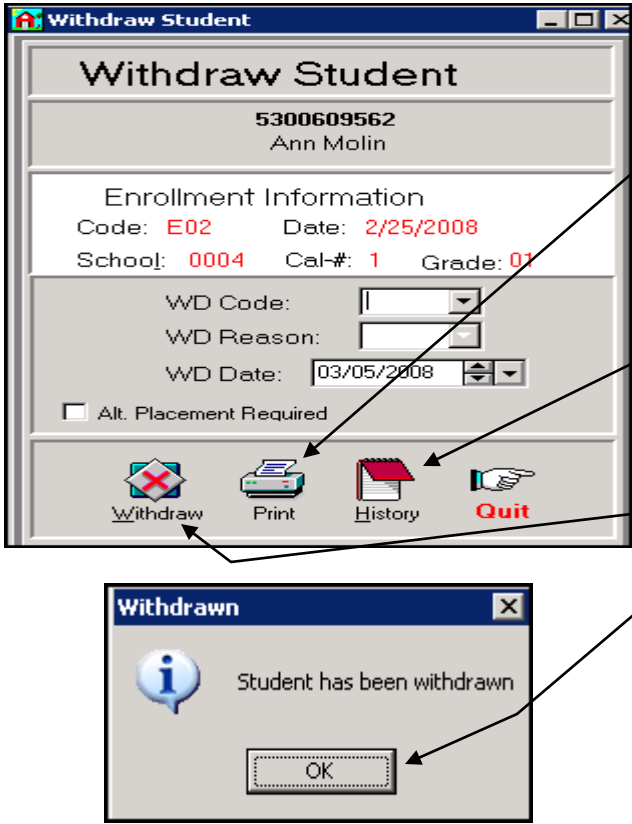
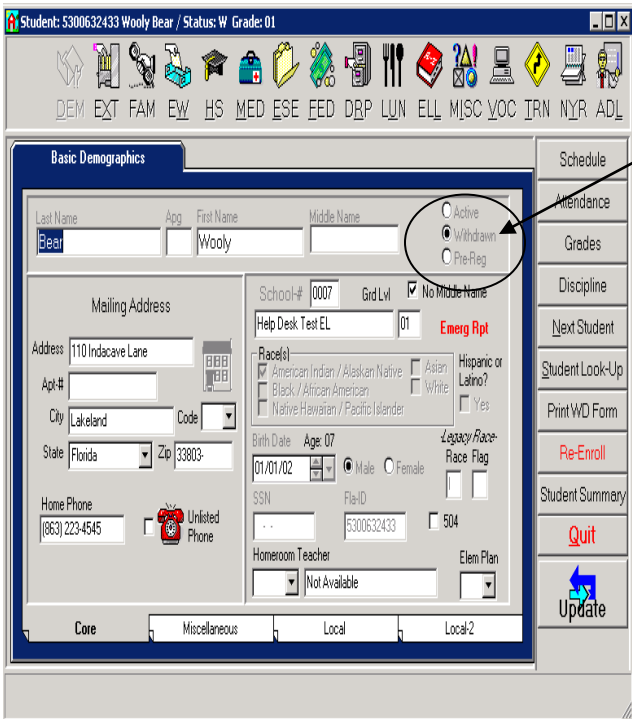
## Genesis Withdrawing A Student

Steps	Screen Displayed	Procedures
1		<p>After logging onto Genesis, the <b>Genesis Main Menu</b> is displayed.</p> <p><b>IMPORTANT:</b> The student that is to be withdrawn <b>MUST</b> be currently enrolled in your school.</p> <ul style="list-style-type: none"> <li>Click on the <b>Demographics</b> icon</li> </ul>
2		<p>The <b>Student Look-Up</b> screen is displayed.</p> <ul style="list-style-type: none"> <li>Click on the <b>School Search</b> icon</li> </ul> <p><b>NOTE:</b> Search for a student by using the <b>School Search</b> icon. Refer to the <b>School Search documentation</b> for further instructions.</p> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>Click in the <b>Student-ID</b> field</li> <li>Type the <b>Student ID Number</b> (in space provided)</li> <li>Press the <b>Enter</b> key</li> </ul>

## Genesis Withdrawing A Student

Steps	Screen Displayed	Procedures
3		<p>The Student's <b>Basic Demographics</b> screen is displayed with the <b>Student's ID Number</b> and <b>Name</b> appearing on the blue line at top of the screen.</p> <p>Click on the <b>Withdraw</b> button</p>
4		<p>The <b>Withdraw Student</b> screen will be displayed.</p> <ul style="list-style-type: none"> <li>• Type in the <b>Withdrawal Code</b></li> <li>• Or</li> <li>• Click on the <b>drop down arrow</b></li> <li>• Select the <b>appropriate code</b></li> <li>• Press the <b>Tab</b> key (on your keyboard)</li> </ul> <p><b>IMPORTANT:</b> If you select <u>DNE</u> for your <u>Withdrawal Code</u> then you <u>MUST</u> select a <u>Withdrawal Reason</u> (if you select anything other than a <u>DNE</u> for the <u>Withdrawal Code</u> then leave the <u>Withdrawal Reason</u> blank)</p> <ul style="list-style-type: none"> <li>• Type in the <b>Withdrawal Reason</b></li> <li>• Or</li> <li>• Click on the <b>drop down arrow</b></li> <li>• Select the <b>appropriate code</b></li> <li>• Press the <b>Tab</b> key (on your keyboard)</li> <li>• Change the <b>WD Date</b> (if applicable, the <b>WD Date</b> defaults to today's date).</li> </ul> <p><b>NOTE:</b> If you have a Student that is going to be withdrawn from your school and placed in an <u>Alternative Placement facility</u>:</p> <p>Click in the box in front of <b>Alt. Placement Required</b> (only if applicable)</p>

## Genesis Withdrawing A Student

Steps	Screen Displayed	Procedures
<p>5</p>		<p><b><u>Before Withdrawing the Student:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Print</b> button (to print a Withdrawal form)</li> </ul> <p><b><u>To View the Entry/Withdrawal History:</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>History</b> button</li> </ul> <p><b><u>To finalize the Withdrawing of a Student:</u></b></p> <ul style="list-style-type: none"> <li>Click on the <b>Withdraw</b> button</li> <li>Click on the <b>OK</b> button</li> </ul>
<p>6</p>		<p>The student's <b>Basic Demographics</b> screen is now displayed.</p> <p><b><u>NOTE:</u></b> The student is now shown as <b>withdrawn</b> from your school</p>