



How to Drop an Enrollment or Withdraw a Student

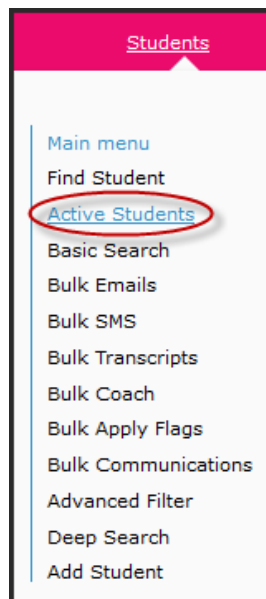
Due to a variety of reasons a student may need to be dropped from a course or withdrawn from the system altogether. Below are the step by step instructions for both processes.

- Drop Request = drop one or more enrollments for a student.
- Withdraw a Student = drop all enrollments for a student and change their status from active to withdrawn.

Drop Requests

Follow the process below to drop one or more enrollments for a student.

1. Hover your cursor over Students and then click **Active Students**.



2. Click on the student's name.

Note: Best practice is to save a copy of the gradebooks or progress reports before requesting a drop if you need grades for future reference.

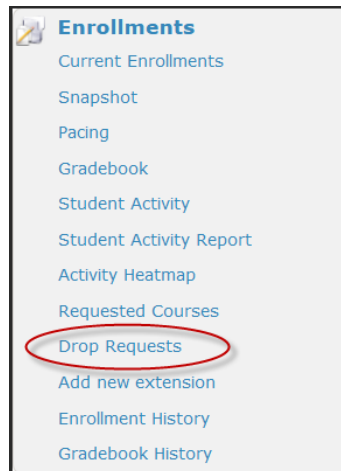
On the left-hand side of the student page, under Enrollments, click **Gradebook**. You can copy and paste the columns into Microsoft Excel. The **Export Results to Excel** option in the upper right-hand corner will not export this data.



For grade K-5 students, you can log into Calvert Teaching Navigator (CTN) to generate a progress report. Hover your cursor over MyGenius and then click **Go to LMS**. If it doesn't automatically open a new tab and launch CTN, click on the icon next to the school where the student is enrolled and then it will take you there. On the left-hand side, click **Students** and then click on the student. Make note of the name of their classes. Then, in the upper right-hand corner, click the **Reports** icon. You can generate the Performance & Progress Summary and/or Score Export by class report(s) to obtain the progress data you need for future reference.

For grade 6-12 students, you can log in as the student and generate a progress report. If the student is currently logged in, you will kick them out so be cautious on the timing. Click **Login as User** on the student's main page. Then, click **Launch** on the appropriate course. Click **All Activities** for the course. Then, click **View Progress Report** in the upper right-hand corner and save the PDF file.

3. On the left-hand side of the student page, under Enrollments, click **Drop Requests**.



4. Click **Request New Drop**. A dialog box will display with required fields to complete for the request:
- Course = select the course you want to drop from the student's enrollment.
 - Reason = select a reason for the enrollment drop. If the reason is not listed specifically, choose the one that relates the best.
 - Status = select **Approved** for all requests. We do not process requests in a Waiting Review or Denied status.
5. Once you've completed all fields, click **Save**. For additional drop requests for the student, repeat step 4.

After you've finished the drop request process for your student(s), they'll be processed by your Accountability & Compliance Specialist within 24-72 business hours. Once the drop request has been processed, an automatic email is sent to the student, guardian, educators associated with the student, etc. from noreply@edoptionsacademy.com and titled, "Course Dropped" which indicates the student has been dropped from the course.

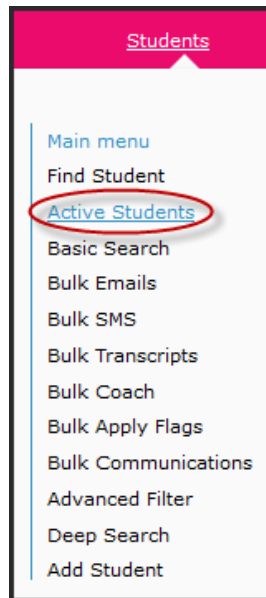


No final grade will be issued but the enrollment will show up on our transcript if you generate one from our system. To view final details of the enrollment, click **Enrollment History** on the left-hand side of the student page, under Enrollments. The current grade reflects percentage based on assignments completed. The course grade reflects percentage based on all assignments with zeroes calculated for incomplete work.

Withdraw a Student

Follow the process below to drop a student from all enrollments which also includes changing their status from active to withdrawn in our system.

1. Hover your cursor over Students and then click on **Active Students**.



2. Click on the student's name.

Note: Best practice is to save a copy of the gradebooks before withdrawing the student if you need grades for future reference.

On the left-hand side of the student page, under Enrollments, click **Gradebook**. You can copy and paste the columns for each course into Microsoft Excel. The **Export Results to Excel** option in the upper right-hand corner will not export this data.



For students in grades K-5, you can log into Calvert Teaching Navigator (CTN) to generate a progress report. Hover your cursor over MyGenius and then click **Go to LMS**. If it doesn't automatically open a new tab and launch CTN, click on the icon next to the school where the student is enrolled and then it will take you there. On the left-hand side, click **Students** and then click on the student. Make note of the name of their classes. Then, in the upper right-hand corner, click the **Reports** icon. You can generate the Performance & Progress Summary and/or Score Export by class report(s) to obtain the progress data you need for future reference.

For students in grades 6-12, you can log in as the student and generate a progress report. If the student is currently logged in, you will kick them out so be cautious on the timing. Click **Login as User** on the student's main page. Then, click **Launch** on the appropriate course. Click **All Activities** for the course. Then, click **View Progress Report** in the upper right-hand corner and save the PDF file.

3. On the left-hand side of the student page, under Actions at the bottom of the page, click **Withdraw**.



4. Select a withdrawal reason from the drop down and then click **Withdraw**.

For each course enrollment, an automatic email is sent to the student, guardian, educators associated with the student, etc. from noreply@edoptionsacademy.com and titled, "Course Dropped" which indicates the student has been dropped from the course.

No final grade will be issued but the enrollment will show up on our transcript if you generate one from our system. To view final details of the enrollment, click **Enrollment History** on the left-hand side of the student page, under Enrollments. The current grade reflects percentage based on assignments completed. The course grade reflects percentage based on all assignments with zeroes calculated for incomplete work.

The student's status will also change from Active to Withdrawn, therefore, you will no longer be able to access them via Students > Active Students. Alternatively, you can locate withdrawn students via Students > Find Student.

=> Refer to the document titled, "Editing Student or Guardian Information" for details on how to reactivate a student.