



How to Drop an Enrollment

1. Navigate to the **Students** tab.



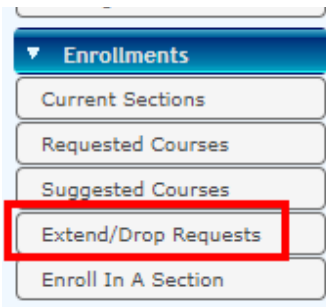
2. Locate the name of the student you wish to view. You can search for the student using the filter at the top of the "Name" column.

Sel	Mail	Edit	View	Not	Doc	Id	UID	State ID	Name	Organization	Student Type	Program	Grade Level	Status	Enrs.
<input type="checkbox"/>						1380	1560		Sami	Demo STEM program	Part-Time		9th	ACT	4
									Student: Sami						

3. Select the name of the student to be taken to the student information page.

Sel	Mail	Edit	View	Not	Doc	Id	UID	State ID	Name	Organization	Student Type	Program	Grade Level	Status	Enrs.
<input type="checkbox"/>						1380	1560		Sami	Demo STEM program	Part-Time		9th	ACT	4
									Student: Sami						

4. You will be redirected to the student's page. Under **Enrollments** in the navigation screen on the left, click on "Extend/Drop Requests." (Note: You may need to click on the arrow icon to show the options within the menu if it is currently collapsed.)



5. Below the "List of Enrollments" section, click on the green "+" icon to display the "Extend/Drop" request form.



6. A new page will load and display three required fields to be completed:
- Enrollment – Select the section/enrollment to be modified. *(Note: Only active enrollments will display.)*
 - Request Type – Select “Drop Enrollment” or “Extend Enrollment”
 - Reason – Select the reason that best matches why the enrollment is being modified.
 - OPTIONAL – Add any comments or notes to accompany this request. *(Note: This information is not visible to the student.)*

Selecting an enrollment, a request type and a reason for adding a request

Enrollment:	<input type="text" value="Select..."/>
Request Type:	<input type="text" value="Select..."/>
Reason:	<input type="text" value="Select..."/>
Comments:	<input type="text"/>
Notes:	<input type="text"/>

7. Select **SAVE** to complete the request.