How to Unenroll at Student from School

- 1. Archive Report Card/Transcript! See How to Archive Report Cards under Student Guides.
- 2. Log onto RenWeb 1 3. Select Students (New) ren & web 1 Home My Classroom People

Families (NEW)

- 4. Select Student from list
- 5. Click in school information box or select school on the right bar



- 6. Under Current School column change Enrolled Status to Withdrawn
- 7. Under right column enter a Withdraw date and reason
- 8. Save with Orange Circle at Bottom
- 9. DONE! Don't forget to Unenroll them in Dashboard too!

201001				
The School area allows an at your school, other school information.	ccess to current enrolli ools the student has at	ment information, the studer tended, and the student's cu	nt's enrollment history rrent locker	
Current School *		Next School		
9	•	S	• • • • •	
Enrolled	▼ 06 ▼	Enrolled	 ▼ 07 ▼ 	
		Enrolled Date *		
Sub Status 💌		Saturday, Aug 06, 2016	•	
Placement		Graduation Date	✓ Class Year	
Student ID				
10107		Withdraw Date	•	
School UD ID				
1212709		Withdraw Reason		
			School Year	
		Reenrollment Status	2016-2017	