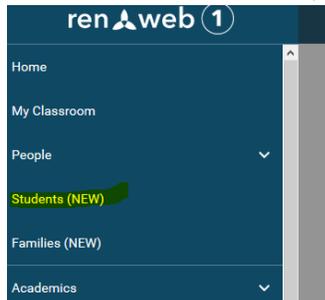# How to Unenroll at Student from School

1. **Archive Report Card/Transcript! See How to Archive Report Cards under Student Guides.**
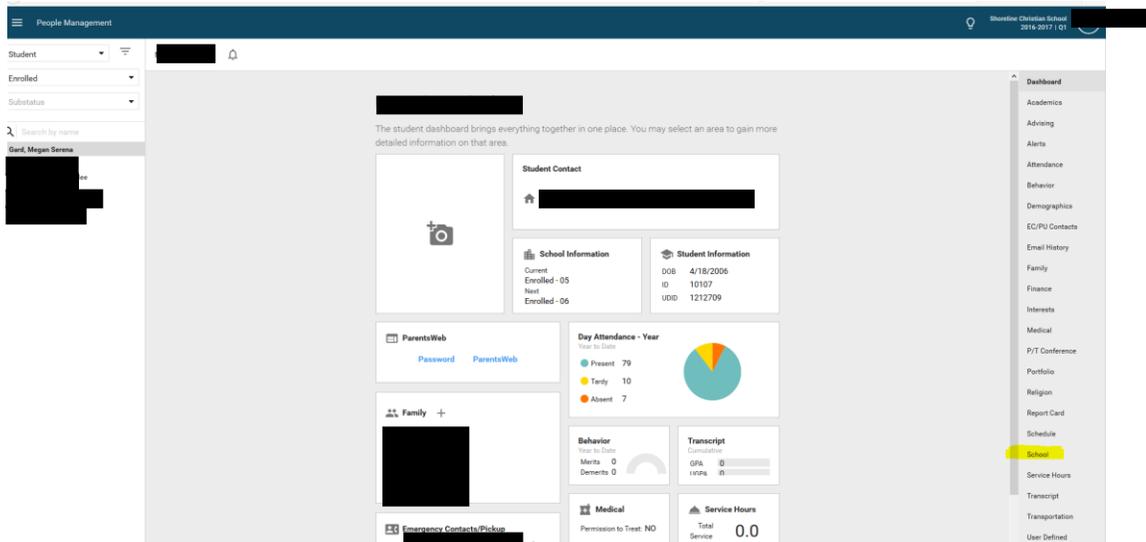
2. **Log onto RenWeb 1**
3. **Select Students (New)**

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 Under Current School column change Enrolled Status to Withdrawn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!