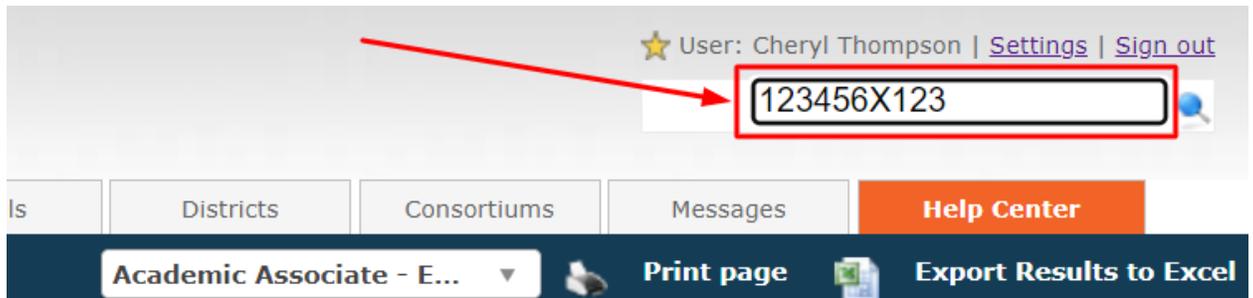


Dropping a Student's Enrollment Via Student Search

1. In the Find a Student search – enter the student's ID Number

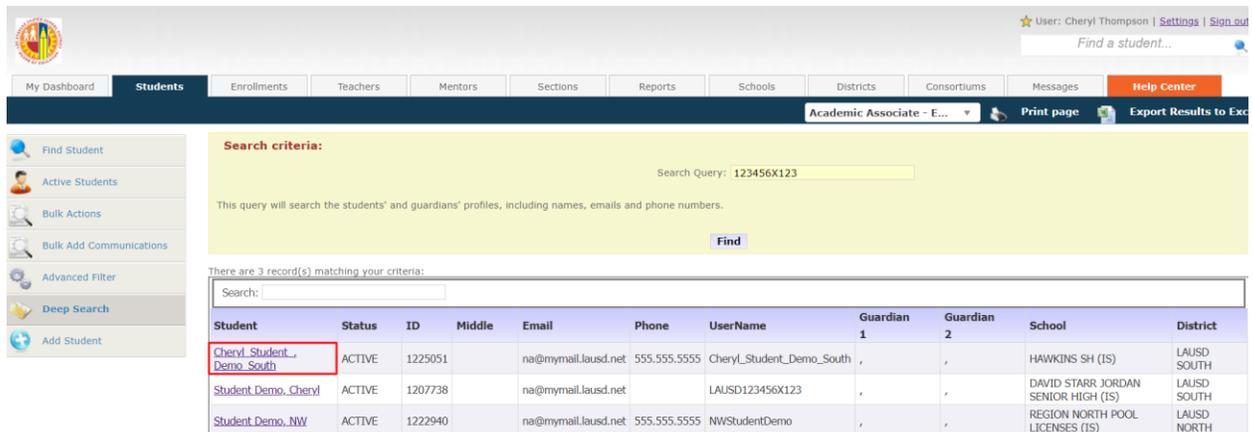


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is Districts Consortiums Messages **Help Center**

Academic Associate - E... Print page Export Results to Excel

2. Click on the student's name – if there are more than one option, select the account that is Active:



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Find a student...

My Dashboard **Students** Enrollments Teachers Mentors Sections Reports Schools Districts Consortiums Messages **Help Center**

Academic Associate - E... Print page Export Results to Excel

Search criteria:

Search Query: 123456X123

This query will search the students' and guardians' profiles, including names, emails and phone numbers.

[Find](#)

There are 3 record(s) matching your criteria:

Student	Status	ID	Middle	Email	Phone	UserName	Guardian 1	Guardian 2	School	District
Cheryl_Student_ Demo_South	ACTIVE	1225051		na@mymail.lausd.net	555.555.5555	Cheryl_Student_Demo_South	,	,	HAWKINS SH (IS)	LAUSD SOUTH
Student_Demo_Cheryl	ACTIVE	1207738		na@mymail.lausd.net		LAUSD123456X123	,	,	DAVID STARR JORDAN SENIOR HIGH (IS)	LAUSD SOUTH
Student_Demo_NW	ACTIVE	1222940		na@mymail.lausd.net	555.555.5555	NWStudentDemo	,	,	REGION NORTH POOL LICENSES (IS)	LAUSD NORTH

3. In the left-hand menu, under Enrollments click on Current Enrollments:





Dropping a Student's Enrollment via Student Search

4. Select the "Check All" box to select all the enrollments at once or select specific enrollments.

There is 1 active enrollments for this mentor:

Check All

Search:

Select	Edit	Student	LID	Course
<input checked="" type="checkbox"/>		Demo, Student 1	1	LAUSD-Algebra I A

5. At the bottom of the page, change Modify Status: to Dropped Grace, put today's date in Select Time Stamp and then click [Apply Changes]:

Modify Status:

Start Date: End Date: