Dropping Inactive Students- Within 14 Days of Enrollmint

Step 1- Click Schools Tab

Step 2- Click on School Name

Step 3- Click on Current Enrollments

Step 4- Filter for Non-Starts

- Performance Indicator: S4
- Click Get Data

Step 5- Click the box next to desired students. (Recommended groups of 10)

Step 6- Modify Status

- Scroll to bottom of page
- Select Dropped Grace from Modify Status Drop-down box
- Enter today's date
- Click Apply Changes

Step 7- Repeat for next group of 10 students