



# Dropping Inactive Students- Within 14 Days of Enrollment

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

**Search criteria:**

Site Group:

Days since last login:  days

Attendance (last 7 days):  minutes

Pacing:

Performance Indicator:

Mastery Alert:

Pacing Alert:

Attendance alert:

LMS Alerts:

Teacher Type:

Teacher Cert Preferred State:

On Recess:

Grade Overall:  %

Grade Actual:  %

Days since last Teacher Communication:  days

Days since last student communication:  days

Days since:   days

Progress increase last 7 days:  %

Percent complete:  %

SMS Enabled:

SES Indicator:

**Optional Filters:**

+

**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

Modify Status:

Step 7- Repeat for next group of 10 students