

Drop a Student from a Class Section

1. Go to the teacher's schedule by selecting teacher from side menu
2. Click on the Enrollment # of the section to be dropped

PowerSchool SIS

School: [redacted] Term: 19-20 Year

Start Page > Teacher Schedule - [redacted]

Teacher Schedule - [redacted]

Display today's sections

Expression	Term	Course #	Course	Sec #	Room	Enrollment	Attendance	Lock
P6(1-2)	19-20	SST0008	Social Studies 8		2	9		
P6(1-2)	19-20	SST0009	Social Studies 9		2	7		
P1-P2(1-2)	S1	ELA1104	English Language Arts 10-2		2	10		
P1-P2(1-2)	S1	ELA2104	English Language Arts 20-2		2	11		

3. Select student
4. Drop from this class

Select All 13 Students

by default all are selected so uncheck this box, & tick off only the student(s) dropping the course section

Name	Gender	Grade Level	Entered	Exited	Status	
<input type="checkbox"/>	M	12	09/03/2019	01/30/2020	Active	
<input type="checkbox"/>	F	12	09/03/2019	01/30/2020	Active	
<input type="checkbox"/>	M	12	09/03/2019	01/30/2020	Active	
<input type="checkbox"/>	M	11	09/03/2019	01/30/2020	Active	
<input type="checkbox"/>	M	12	09/03/2019	01/30/2020	Active	
<input type="checkbox"/>	F	12	09/03/2019	01/30/2020	Active	
<input type="checkbox"/>	M	11	09/03/2019	01/30/2020	Active	
<input type="checkbox"/>	F	10	09/03/2019	01/30/2020	Active	
<input type="checkbox"/>	M	12	09/03/2019	01/30/2020	Active	
<input type="checkbox"/>	M	11	09/03/2019	01/30/2020	Active	
<input type="checkbox"/>	F	11	09/03/2019	01/30/2020	Active	
<input type="checkbox"/>	F	11	09/03/2019	01/30/2020	Active	
<input checked="" type="checkbox"/>	student name	M	12	09/03/2019	01/30/2020	Active

Use checked students to:

Modify Current Student Selection:

Make Current Student Selection and Modify Class Enrollments:

5. If today is not the proper exit date, edit date
 - a. If you choose the first day of class, the enrollment will be deleted altogether

Drop Students Preview for

Exit Date: 10/24/2019 Edit Date ¹

Clear Attendance on and after Exit Date

Note about exit dates: The exit date is always the day AFTER the last day in class was 10/23/2019, then the exit date is 10/24/2019.
This applies even if 10/23/2019 was the last day of the term, and

Number	Name	1 Student

Change Exit Date

Date: 9/3/2019 Calendar

OK ²

Drop on 10/24/2019 ³

Back Drop Students Drop Students and Reschedule

Legend