Summer Entry/Withdraw – Scenario 2

For students enrolled at a campus but shouldn’t be (due to transfer, retention, special program, etc.) and student has been enrolled at another LCISD campus in the past.*

<table>
<thead>
<tr>
<th>Campus A (where student is currently enrolled but will not attend)</th>
</tr>
</thead>
<tbody>
<tr>
<td>*It is essential that you check to see if there was previous enrollment elsewhere in LCISD, otherwise, you could permanently delete this student from the Skyward database! If there is no record of previous enrollment in LCISD, refer to Option 2.</td>
</tr>
</tbody>
</table>

1. Click on the Students Tab. Then click the Student Profile.

2. Navigate to the student you want to remove from your campus by typing the last name into the Student field. Select the student.

3. Once you have the student on the Student Profile screen, click on the Entry/Withdraw tab to verify there is previous enrollment at an LCISD campus. Click the History button to see if there is previous enrollment in LCISD.

4. If there are previous entry/withdrawal records at other LCISD entities, move to step 5. If there are no other entities listed, STOP and refer to the Option 2 handout for making student campus changes in Skyward. Click the Back button.
5. After verifying previous enrollment at another LCISD campus, click the Delete button at the top of the screen. This action will remove the student from your campus only.

<table>
<thead>
<tr>
<th><img src="image1.png" alt="Image" /></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image2.png" alt="Image" /></td>
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</tbody>
</table>

6. A pop up will notify you that the student is currently enrolled. Click OK to continue.

7. The next screen will verify the data you are deleting. If you see the message highlighted, that will again confirm that you are only deleting the student from your entity, not the Skyward database. This action will allow the new campus to use the Transfer feature to enroll the student. Click the Delete button.

8. Confirm your action by clicking Yes.

The student remains in the Skyward database but has been removed from your campus.

| ![Image](image3.png) |

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**Campus B** (where student is transferring to)

1. Once you know a student has been removed from the previous campus, click on the Students Tab, the click Student Profile.
2. Next, on the Student Profile screen (on any student) click the Transfer button.

3. Search for the student by entering the last name/first name and “Click Here to Search for Entered Name. Once you have found the student and verified that it is a match (check DOB, other ID), highlight the name and click “Select Name and Add to Current Entity as Student.”

4. On the next screen, verify demographic info, making changes as necessary and click “Save and Add Entry Record.”

5. Next, enter an entry date, verify the entry code, school, etc. and click “Save and Add Family” if you have that information, or “Finish.”