

# Drop an Individual Student from a Class

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Dropping a student from a class indicates the student is no longer attending/taking the class. If a student has stopped attending one class to attend another class, use the *Transfer* link instead. If the class has ended and is completed **archive the entire class** (which drops enrolled students as part of the process) rather than dropping the students directly. These practices will keep your drop history accurate and will allow you to easily differentiate between students who completed classes versus those that dropped out of the class prior to completion.



The drop date should be the day after the last day the student will attend. Example: Student dropped on Thursday will NOT be available for Clock In/Out that day. If they will attend on Thursday, set the Drop Date to Friday.

Dropping a student from a class does not automatically delete any class fees that have been posted. You will need to manually delete or edit any fees.

Dropping an individual student from a class can be completed from either the *Class record* > *Enroll List* tab or from the *Student record* > *Summary* or *Schedules* tab using the *Drop* link.



**A drop cannot be reversed. If a student is dropped in error, it is necessary to re-enroll the student**

## From the Class Record

1. From the *Class record* select the **Enroll List** tab.

2. In the *Enroll List* click the **Drop** link for the student being dropped from the class.
3. In the *Drop From Class* window, enter the **Drop Date** . This is the date the student will be dropped from the class.
4. Select a **Drop Reason**.
5. If the student completed the class (versus dropping before they had met all class requirements) select the **Completed Class** checkbox.
6. Optionally add **Notes**. These notes are NOT visible in the Parent Portal but are displayed in the *Student* record > *Schedules* tab, in the *Class* record > *Drop List* tab and on the Drop History report.
7. To email the primary instructor details about the drop, select the **Email Primary Instructor** checkbox. *Note: This assumes the primary instructor is listed under the Instructor tab for the class and has an email address associated with the Staff page.*
8. Click **Drop** to complete.



*If a class fee (such as a Tuition Fee) had been posted that is now no longer due, you will need to go to the family's Transactions tab and delete or edit that transaction.*

## From the Student Record

1. From the Student record select the **Summary** tab or the **Schedules** tab.
2. Click the **Drop** link for the class the student is dropping.
3. In the *Drop From Class* window, enter the **Drop Date** . This is the date the student will be dropped from the class.
4. Select a **Drop Reason**.

5. If the student completed the class (versus dropping before they had met all class requirements) select the **Completed Class** checkbox.
6. Optionally, add **Notes**.
7. To email the primary instructor details about the drop, select the **Email Primary Instructor** checkbox. *Note: This assumes the primary instructor is listed under the Instructor tab for the class and has an email address associated with the Staff page.*
8. Click **Drop** to complete.



*A Drop Reason is required in order to successfully drop a student from a class. Customize Drop Reasons by using **Tools > Edit Settings > Drop-down Lists > Drop Reason.***

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