



PROCESSING SUMMER WITHDRAWALS

Summer Withdrawals in PowerSchool

Summer withdrawals and next year enrollments are to begin after all districts in the state have completed the End of Year (EOY) process. This is to prevent provisional enrollments from being created in districts which will become an error in the End of Year Process. Once the ALSDE has given the go ahead that all districts have completed EOY, districts can then begin withdrawing and enrolling students for the upcoming school year

1. Search for the student and click into their student record.
2. Click on the 'Functions' student page in the left student screen list and select 'Transfer Out of School'.
3. Enter the appropriate information on the transfer student out screen based on the student's transfer reason.

The screenshot shows the PowerSchool interface for a student named Meredith Mouse. On the left is a navigation menu with categories: Administration, Enrollment, and Scheduling. Under 'Enrollment', the 'Functions' option is highlighted in yellow. On the right, the 'Functions' page is displayed for the student, with a list of options. The 'Transfer Out Of School' option is highlighted in yellow.

The date should be a date on or after July 1 of the current year. This is to process this withdrawal for the upcoming school year according to federal dates. It is highly suggested to use a July date for any withdrawal that occurs up until the first day of school. Once the first day of school begins you will use dates within the school year to process the withdrawal. This will allow transfers to not get caught in an overlap situation with districts when an enrollment into another district needs to take place.

Transfer Student Out

Mouse, Meredith 11 1965696022 OHS

The screenshot shows the 'Transfer Student Out' form for Meredith Mouse. The form includes the following fields:

- Who will be transferred out:** Mouse, Meredith
- Transfer comment:** A text area with the placeholder 'Enter transfer comment here' highlighted in yellow.
- Date of transfer (should be the day after the student's last day in class):** 7/1/2022, with a calendar icon and an asterisk.
- Exit code:** Transfer out of State (WC1), with a dropdown arrow and an asterisk.
- Transfer Destination Information:** A section with a checkbox for 'Withdrawal Signed by Guardian on File' (unchecked) and a blue button labeled 'Attach Withdrawal Form'.



- Note: Districts can decide to have a uniform withdrawal date to process all summer withdrawals. Consult with your district PowerSchool Admin on the appropriate date for your district. Having a uniform date that is early in July will allow for withdrawals entered in June to be in a pending status for a lesser amount of time. If a withdrawal is entered in June with a July exit date the withdrawal will be in a pending transfer status until the date selected. On the actual date of the exit date entered, the transfer will process out automatically and the next steps can then be completed.
- Once the transfer has been completed, navigate back to the 'Transfer Info' student screen.
 - Click into the current enrollment record, which is where the transfer was processed.

Transfer Information

Mouse, Meredith 11 1965696022 OHS Transferred Out

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
08/10/2022 E	07/01/2022 WC1	11	Promoted	Enter transfer comment here	Opelika High School	

Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
08/09/2021 E	05/26/2022 P	10		Promoted	Opelika High School	
08/12/2020 E	05/21/2021 P	9			Opelika High School	
08/06/2019 E	05/22/2020 P	8			Opelika Middle School	

- Inside of the current record, update the entry date to be the same date as the exit date that was just entered in the previous step. Submit.

Edit Current Enrollment

Mouse, Meredith 11 1965696022 OHS Transferred Out

Entry Date	7/1/2022
Entry Code	Resident Enrollment (E)
Entry Comment (entry & exit)	Promoted
Exit Date	07/01/2022
Exit Code	Transfer out of State (WC1)
Exit Comment	Enter transfer comment here

- A completed summer withdrawal will have the following on the transfer info screen under current enrollment:
 - A transferred out status
 - Matching entry and exit date
 - Appropriate withdrawal code



Transfer Information

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Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
07/01/2022	E 07/01/2022 WC1	11	Promoted	Enter transfer comment here	Opelika High School	

Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
08/09/2021	E 05/26/2022 P	10		Promoted	Opelika High School	
08/12/2020	E 05/21/2021 P	9			Opelika High School	
08/06/2019	E 05/22/2020 P	8			Opelika Middle School	
08/06/2018	E 05/24/2019 P	7			Opelika Middle School	
08/03/2017	E 05/25/2018 P	6			Opelika Middle School	

Tip: When processing withdrawals in June, the records will be in a pending transfer out state up until the date you have entered for the withdrawal. During this time the transfer record does NOT appear on the ‘Transfer Info’ student screen. It will not appear until the date that was entered as the exit date. In some cases a parent might come to withdraw a student at the end of school, the district will process the withdrawal with the future July date, and then the parent will return to the school and state that they do not want to withdraw the student after all. If they alert the school after the withdrawal processes, the district will just need to re-enroll the student using the re-enroll student process under the ‘Functions’ student screen. However, if the parent notifies the school while the transfer is still in a pending status, the school will need to follow the directions below to cancel the pending transfer:

- Make student your current selection
- From group functions choose Student Field Value
- Enter the following and submit this page and the next page:

Option	Value
Field To Change (Fields)	Enrollment_Transfer_Date_Pend
New Field Value	0/0/0000
	<input type="checkbox"/> Clear Field Value Insert * to use the current field value with the new field value.
Options	<input type="checkbox"/> Do not overwrite existing data.

WARNING: This change is irreversible.

Submit