



UPDATING WITHDRAWAL CODES

Throughout the year as districts review data, there could be a need to update a student withdrawal code. The process below will walk you through the appropriate way to update this information in PowerSchool.

1. Search student and navigate to the student record.
 - a. Note: Because the student has already been withdrawn, you will need to search as an inactive student using / in the search bar.
2. Click the 'Transfer Info' link in the left navigation menu of student screens.
3. On the Transfer Information page, the latest enrollment/withdrawal record will be located in the current enrollment area. Click on either the Entry Date or the Entry Code to navigate into the record.

Enrollment

- Activities
- All Enrollments
- Digital Equity & Learning Preferences
- Functions
- Special Programs
- STC
- Transfer Info
- Transfer Student Record

Start Page > Student Selection > Transfer Information Blur Students Data: Opelika High School

Transfer Information ⚠ This student's schedule is incomplete.

Current Enrollment						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
08/09/2021	E	08/09/2021	NS1	11	No Show	Opelika High School

Previous Enrollments						
Entry Date / Code	Exit Date / Code	Grade	Entry Comment	Exit Comment	School	
08/13/2020	E	05/21/2021	R	11	Opelika High School	
08/06/2019	E	05/22/2020	R	11	Opelika High School	

4. Once in the enrollment record, select the Exit Code dropdown and make the appropriate needed updates. Click 'Submit' when all necessary changes have been made.

Entry Date	08/09/2021
Entry Code	E (Resident Enrollment)
Entry Comment (entry & exit)	
Exit Date	08/09/2021
Exit Code	NS1 (Non-return in Fall)
Exit Comment	No Show
Full-Time Equivalency	Full Time
Grade Level	11
Track	
District of Residence	