

Un-enrolling and Dropping Teens in Cityspan

Click **Activities** from the main menu, running vertically along the left side of the screen

1 Click on the program link

★ If you don't see your program listed on the Activities page, make sure your term is correct

2

Click on the Enrollment tab

4

If you would like to drop a teen from your program, click Drop

3 Click on the "Edit" button for the teen you would like to un-enroll or drop

If you would like to un-enroll a teen from your program, click Un-enroll



Drop: Teens who attend at least one day of program and then stop attending
Un-enroll: Teens who do not show up or who were mistakenly enrolled

If you click Drop, then this page will appear

Through the drop page, you can also edit a teen's start date

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Enter the date the teen dropped

Select a reason for the teen dropping

Reason for drop

Enter any notes regarding the teen dropping the program

Click Save

Save

Logout

ENROLLMENT HISTORY

Advanced Culinary Arts - Amanda Alvarez

Start Date	Drop Date	Action
2/3/15	n/a	

Reason for alt. start date

Reason for drop

Drop Notes

- To drop this participant, select the "Drop" link and enter a drop date in the Drop Date box. This action will remove attendance records that belong to this participant for the drop date.
- To change the enrollment start date, select the "Edit Start Date" link and enter an alternate date in the Start Date box. This action will remove attendance records that belong to this participant for this action the start date.
- To undo the drop of this participant, select the "Drop" link and remove the drop date. This will only work on the latest enrollment period.

Reason for drop

- Family Problem/Childcare
- Transportation Problem
- Health or Injury
- Schedule Conflict
- Disinterest
- Program Discipline Problem
- School Suspension/Expulsion
- Excessive Program Absences/Tardiness
- Moved/Changed Schools
- Incarceration
- Student has track E schedule
- School Pulled Teen
- Other

Activities

Participants & Staff

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Account Settings

If you click Un-enroll, then this page will appear

When un-enrolling a teen, there should be **No Present or Absent attendance records**. If the teen does have attendance records, then he/she should be dropped, not un-enrolled

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Click "Confirm Delete"

Logout

After School Matters

DELETE ENROLLMENT PERIOD

You are attempting to delete one of this participant's enrollment periods. Below is a summary of Present and Absent attendance records that will be deleted. (**Warning! Data will not be recoverable.**)

To permanently destroy these records, please select "CONFIRM DELETE".

To cancel this transaction, please select "Cancel".

Service Name: **Advanced Culinary Arts**

Participant Name: **Brown, Deliyah**

Start Date: **4/6/2015**

Drop Date: **N/A**

Date of Service	Attendance Status
(No Present or Absent attendance records will be deleted.)	

Cancel

CONFIRM DELETE

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