

Instructions for Inactivating Students

This process will allow you to remove students from your active rosters who have moved, graduated, or simply stopped attending. You can only remove students who are not currently enrolled in your programs for this school year. This process does not delete students from your system. You will always have access to them should you ever have a need to reinstate them.

To Inactivate students manually:

Select **Student Management**

Click on **Site Name**

Click on **Program Name**

Click on Blue **Inactivate** Link next to the student's name

If you get an error message, it means that the student is currently enrolled in one of your programs and you must unenroll them first:

To unenroll students:

1. Select **Afterschool Program** from the left menu
2. Select the appropriate **Site**
3. Select the appropriate **Program**
4. Select **Roster** from the left menu
5. Click the blue **Edit/Unenroll** link next to the student's name
6. Select the appropriate **Date**
7. Click in the **unenroll box**
8. Click **Save**

To inactivate students as a batch:

1. Select **Student Management** from the left menu
2. Click on **Site Name**
3. Select **Batch Data Entry** from the left menu
4. In the first Box Mass Grade Level Entry Select **Student Inactivate/Graduation**
5. In the box that appears choose the **Year** you wish to work from
6. Then choose the **Grade level** (all grade levels or a specific grade level)
7. You will see a list of names
8. Click on the name and then click on the **Add to Inactivate/Graduation list** (You may make multiple selections by holding down the ctrl key and clicking on the student names you wish to remove then click on the **Add to Inactivate/Graduation list**)
9. When you have moved all of the names for a particular batch, click **Save**

If you get an error message, one of your selections is currently enrolled in an active program. And you will need to unenroll them.