

*******RCSS INFINITE CAMPUS WITHDRAWAL PROCESS REFERENCE GUIDE*******

Withdrawal data is a critical factor that effects funding and accountability. Particularly, it impacts FTE, CCRPI, as well as other important areas.

Withdrawal Process Tab (WPT) – The Infinite Campus WPT is a tool that is designed to monitor all students who withdraw from your school. It also helps to ensure the withdrawal process is followed and completed accurately.

The field-level specifications shown below provide a reference for each field that is located on the Infinite Campus WPT. Below you will find two separate categories for withdrawals: Non-Drop Out and Drop Out.

Field	Descriptions	Actions
To Begin: Click New Status (Completed for Non-Drop Out and Drop Out)		
Status Date	Documents date of withdrawal beginning a new withdrawal	Current Date
Status Time	Populates when you start a new status	Current Time
Withdrawal Code (*)Indicates dropout	Indicates reason for withdrawing	Select from Drop Down
Non-Drop Out Withdrawal ONLY		
-If Withdrawal Code		
A. Withdrawal Form Uploaded?	Documents uploading the withdrawal form in Person Documents	Yes or No
B. Record Requested by Rcv'd School	Documents you received Person Documents Tab	Yes or No
D. Records Request Upload (Person)	Indicate if you uploaded records request in Person Documents Tab	Yes, No, NA if not applicable
H. DOC(*) Was Student in GUIDE	Search in GUIDE to determine if student has enrolled in a GA school.	Yes or No
Drop Out Withdrawal ONLY		
-If Withdrawal Code		
A. Withdrawal Form Uploaded?	Documents uploading the withdrawal form in Person Documents	Yes or No
C. Was Guardian Contacted?	Contact parent for status of student (refer to 2 nd page of withdrawal form)	Yes or No
E. Contact Log Completed	Update all contacts in IC Contact Log	Indicate Date of Contact
F. Social Worker Referral in SWARM?	Refer to social worker for students who are unable to locate	Yes or No
H. DOC(*) Was Student in GUIDE	Search in GUIDE to determine if student has enrolled in a GA school	Yes or No
Final Components (Completed for Non-Drop Out and Drop Out)		
G. (Optional) Comments	Any additional school comments	Detailed Notes
Status: Directions		
*Status	Field stays in progress until all applicable fields are complete	In Progress or Complete
*Completed by:	Indicates person who completed WPT	Name (First – Last)
*Title	Indicate your role	Your Position
Verified by DART Team	District Level Support	District Team

NOTE: This Withdrawal Process Tab (WTB) will replace the One Drive Monthly Withdrawal Updates ONLY. Please continue with all Quarterly Reports.

*****For Questions or Support, please contact Alicia Jackson in Student Services*****