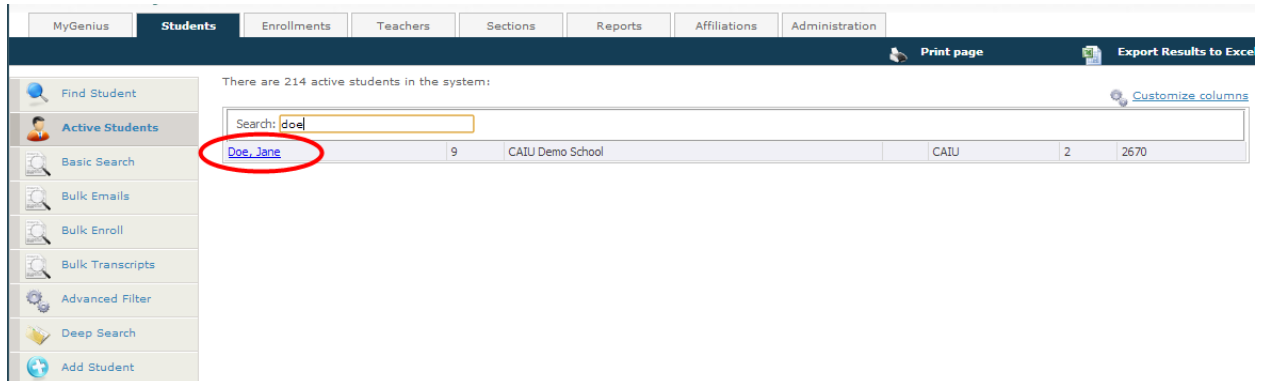


Changing a Student's Enrollment Status

This tipsheet will show you how to change the enrollment status of a student.

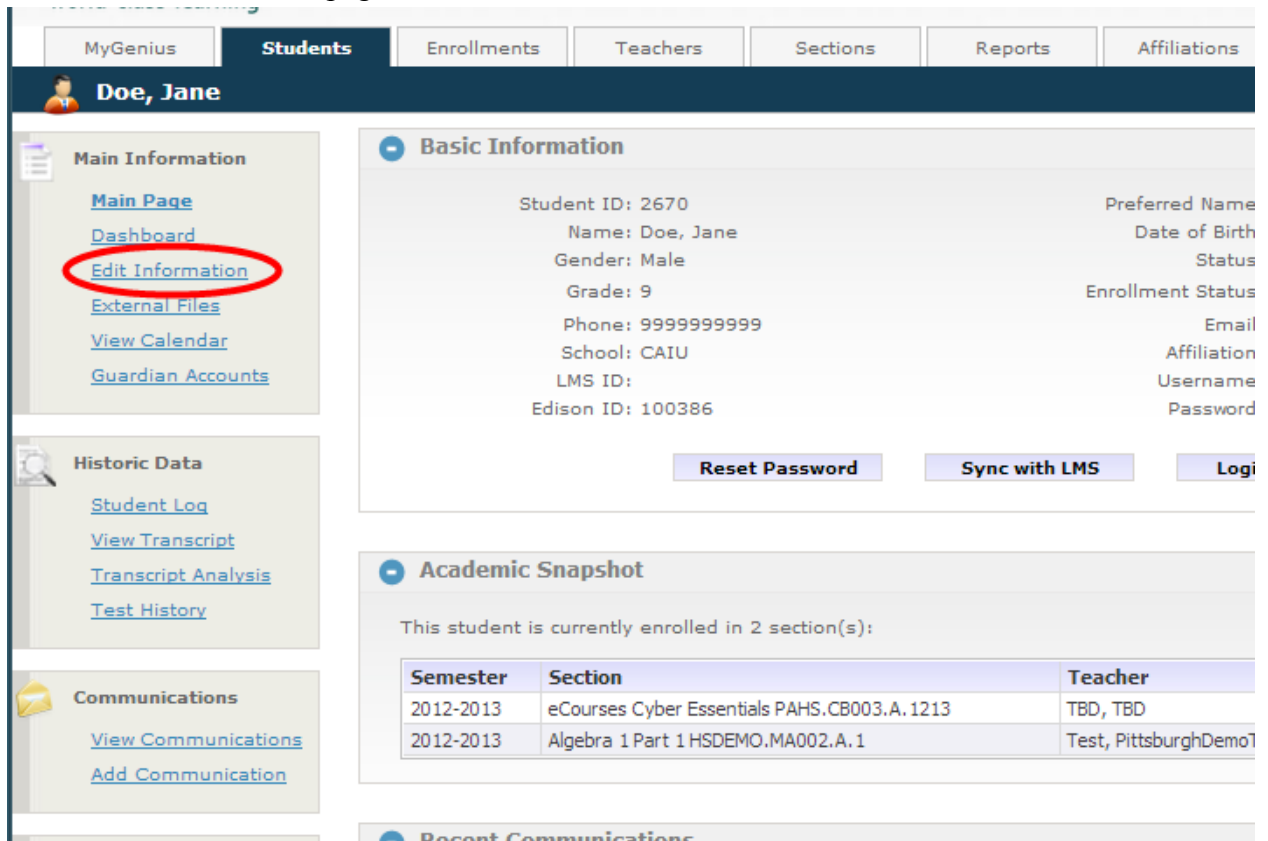
1. Login to your Genius account and click on the 'Students' tab and search for the student you want to change the enrollment status. Click on their name.



The screenshot shows the 'Students' tab in the MyGenius interface. A search bar contains 'doe'. Below the search bar, a table lists students. The first row, 'Doe, Jane', is circled in red. The table has columns for Name, Grade, School, Affiliation, and ID.

Name	Grade	School	Affiliation	ID
Doe, Jane	9	CAIU Demo School	CAIU	2670

2. From the student's main page click on 'Edit Information' on the left.



The screenshot shows the main page for student 'Doe, Jane'. The left sidebar contains a menu with 'Edit Information' circled in red. The main content area shows 'Basic Information' and 'Academic Snapshot'.

Basic Information

Student ID: 2670	Preferred Name
Name: Doe, Jane	Date of Birth
Gender: Male	Status
Grade: 9	Enrollment Status
Phone: 9999999999	Email
School: CAIU	Affiliation
LMS ID:	Username
Edison ID: 100386	Password

[Reset Password](#) [Sync with LMS](#) [Logi](#)

Academic Snapshot

This student is currently enrolled in 2 section(s):

Semester	Section	Teacher
2012-2013	eCourses Cyber Essentials PAHS.CB003.A. 1213	TBD, TBD
2012-2013	Algebra 1 Part 1 HSDEMO.MA002.A.1	Test, PittsburghDemo1

Recent Communications

3. On the page that opens scroll down to the Academic section. In the dropdown menus next to 'Status' select the status you would like to change you student to. You can select 'Active', 'Withdrawn', or 'Alumni'. The 'Alumni' setting is helpful for your graduated students.

Enrollments

- Current Enrollments
- Snapshot
- Pacing
- Gradebook
- Student Activity
- Enrollment History

Actions

Academic

Status: ACTIVE

Grade Level: Select...

School: ALUMNI

Expected Graduation: WITHDRAWN

Enrollment Status: Select...

Affiliation: CAIU Demo School

Local ID:

Graduation Date:

Edison ID: 100386

Entry Reason: Select...

Exit Reason: Select...

4. After you select the status you want, scroll to the bottom of the page and click save. The status of your student will now be changed.

Status: WITHDRAWN

Grade Level: 9

School: CAIU

Expected Graduation:

Enrollment Status: Select...

Affiliation: CAIU Demo School

Local ID:

Graduation Date:

Edison ID: 100386

Entry Reason: Select...

Exit Reason: Select...

Guardians

Guardian 1

Relationship: Select...

Last Name:

First Name:

Email:

Phone:

Street:

City:

State: Select...

ZIP:

Guardian 2

Relationship: Select...

Last Name:

First Name:

Email:

Phone:

Street:

City:

State: Select...

ZIP:

Additional Information

SPED: Select...

Free/Reduced Lunch: Select...

ELL: Select...

Gifted: Select...

Title I: Select...

LEP: Select...

Economic Disadv.: Select...

IEP: Yes

Section 504: Select...

Save