## Family- How to withdraw a child

Go to the family record by searching for the child's name in the top left search bar or by using the magnifying glass on the main menu bar.

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4	DCW Transactional- Center 1 Test Family - Test, Guardian 1 (Id: 348393)	nect	Арр
4	DCW Transactional- Center 1 Test Family - Test, Guardian 2 (Id: 348393)		
¥	DCW Transactional- Center 1 Test, Test (Id: 452600)		
	i Classroom List		

Change the child's status to withdrawn and enter the withdrawal date. Then press save at the bottom of the page.

<	Test Family Family ID 348393 Internal Note:			<b>1</b> Student(s)		<b>Regular</b> Statement Type				0.00 Balance Outstand Add/View Journal No		
nmary	Family Chil	ldren Parents	Third Party	Volunteers	Communication	Auto-Pay	Vacation	Financials	Receipts	Merge		
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	ission/Persona rsonal Infor		lealth Pr	rogram/Room A	Assignment C	Calendar View	_	e ▼ ion Child/	Student	ID: 452	2600	
ast Nar	me*					Sta	tus					
2	Test					* =	2 Act	ive				
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liddle N	Name						Pen	iding				
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	d Name							ected hdrawn				

When you enter the withdrawal date this automatically end dates the child's current and future program/room assignments to the date that has been entered.

If the family should no longer be active, go to the family tab and remove the check from the active box- then press save.