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.

test		
DCW Transactional- Center 1 Test Family - Test, Guardian 1 (Id: 348393)	nect	Арр
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Change the child's status to withdrawn and enter the withdrawal date.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:			1 Student(s)		Regular Statement Type				0.00 Balance Outstand Add/View Journal No	ing) tes	
nmary	Family Chi	ldren Parents	Third Party	Volunteers	Communication	Auto-Pay	Vacation	Financials	Receipts	Merge		
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Admi Pe	ssion/Persona rsonal Info	Doctor/H	lealth Pr	rogram/Room A	Assignment C	Calendar View	More	e ▼ ion Child/	Student	ID: 452	2600	
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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.