**1. Click on the student’s black chicklet.**

****

**2. Scroll down to Status for the Duration of the Plan. Click the pencil.**

****

**3. Choose “YES” you want to edit the document.**

****

**4. Click the “Add” button.**

****

**5. Choose “Exited” if the student has left the district, or whatever is the correct status for the student.**

****

**6. Enter the date the student exited and the reason. Check Genesis for this information.**

****

**7. Click Save & Continue**

**8. Go to Process Tracking.**

****

**9. Choose NO for Meeting Agreement. For New Action Type choose “Student Exited.”**

****

**10. Fill in the date, click the “Add” button, and then save.**

****

**11. Search for the student again in My Students. His name should now be grey.**

****

**Troubleshooting: If the student’s name is not grey, check Status for the Duration of the Plan again. If the student’s Exit date is *before* his Receiving Services date, then on the RS date, the system will make him active again.**



**To correct this, delete the “Receiving Services” entry from Status for the Duration of the Plan.**