Drop a Class from a Student's Schedule

NOTE: If you are replacing a class for a student, drop the current class first, and then add the replacement class.

- 1. From the PS **Start Page**, select the student for whom you wish to drop a class or classes. (If you need to drop classes for a group of students, select the group and use the **Counselor's Screen**.)
- 2. Click on **Modify Schedule** in the **Scheduling** section in the menu on the left side of the **Student** screen.
- 3. In the **Drop** column, click in the check box next to each class that needs to be dropped. Then click the **Drop** button at the bottom of the window.

				Enrolmen	rts I Requests					
	View Entire Year Schedule				Edit Auto Schedule Parameters					
Effective	Enrolin	ment Du	te 9/3/2	006						
Search Available Classes					Guick Enroll					
Course N	umber		P	eriod 1	ind Cou	rse.Sec	tion	- 6	Enroll	
Enrolime	nta									
Lock	Exp	Trm	Crs-Sec	Course Name	Teacher	Room	Enroll	Leave	Drop	
e ⁰	1(A)	05-07	FL131-1	French I	French, Spanish	407	8/1/2006	6/2/2007		
6 ⁰	2(4)	05-07	T261-1	Princ Of Cosmetology	Clarke, Ginger F	V13	8/1/2006	6/2/2007		
-	3(A)	05-07	EN251-11	English #Standard	Morrow, Ms	308	8/1/2006	6/2/2007		
"	4(2)	05-07	MA151-9	Gateway Algebra I	Turner, Rachel	102	8/1/2006	6/2/2007		
-	5(A)	05-07	SC241-12	Biology I	Gatin, Stanley D	208	8/1/2006	6/2/2007		
_	6(A)	51	ST103-6	Study Hall	Hale, Sarah Beth	300	8/7/2005	1/3/2007	2	 Select classes
•	6(A)	52	HE232-5	Nutrition & Foods	Jones, Alce L	V15	1/3/2007	6/2/2007		to drop.
_										
)								Drop	Lick Drop.

4. The **Drop Classes** screen is displayed. The **Exit Date** should be the day after the last day the student was in the class. Before school starts, it can be any date before the first day of school. Verify the date and click **Drop Classes**.

