

Inactivating Non-returning Students in Renaissance Place

(Addition to Renaissance Learning Knowledge Base article #4849610)

Follow these steps to inactivate students that will not be using Renaissance Place next year.

To unenroll/inactivate students by grade level:

Use this option when all students in a grade will be leaving. For example, you might be inactivating all twelfth graders at a high school because they are graduating, or all fifth graders because they are moving on to the middle school with a separate Renaissance Place site.

- 1) Click "Personnel, Students, and Parents" on your Home page.
- 2) Click "Edit Multiple School Enrollments".
- 3) Use the fields at the top of the page to search for the students you want to inactivate. You can select the school and/or grade and/or enter the first name and/or last name. You may not need to enter all information to find the students. After entering the information, click [Search]. The search results will appear below and to the right.
- 4) Check the box next to each student whose school enrollment you want to change. If the list of search results is long, it may be split into more than one page. If so, click [Next>>] to see the next part of the page or [<<Previous] to go back. To select all students in the list, check the Student box at the top of the list but be sure to uncheck students that will remain at the school, perhaps because they have been held back.
- 5) To the left, check the box next to "Unenroll from current school".
- 6) Click Apply to save the change.
- 7) The next page will show you the number of students affected. After reading this information, click [Done] to close the page.

To unenroll/inactivate individual students:

Use these steps if you have already unenrolled most students, but need to later inactivate a single student.

- 1) Click "Personnel, Students, and Parents" on your Home page.
- 2) Click "View Students".
- 3) Search for the student you want to inactivate. You can enter the first name, last name, and/or ID in the appropriate blank fields to search for individual students, or select a grade without entering other information if you want to find all students in the grade. Click [Search] to see the results. If you are a school user, only students in your school will be found.

- 4) Click [Select] next to the student whose information you want to edit.
- 5) School Users: Click [Unenroll From School].
District Users: Click "Edit School Enrollment" on the View Student page.
- 6) School Users: You will be asked "Are you sure you want to unassign this student record?"
District Users: Click "Unenroll" next to the school(s) the student will no longer be attending next year.
- 7) School Users: Click [OK].
District Users: Click [Save] to save your changes to the school enrollment.