



## Maintaining Student Schedules Dropping Courses

**Purpose:** *Administration* - Manual scheduling is section-specific and allows you to drop one or more section enrollments from a student's schedule. Because dropping a section enrollment from a student's schedule has serious ramifications, use caution when performing this procedure.

### How to Drop a Section Enrollment from a Student Schedule

1. On the start page, search for and select the student.
2. Choose Modify Schedule from the student pages menu. The Modify Schedule - Enrollments page appears.

Enrollments | [Requests](#)

[View Entire Year Schedule](#) [Edit Auto Schedule Parameters](#)

Effective Enrollment Date

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**Search Available Classes** **Quick Enroll**

Course Number  Period 1  Course.Section

**Enrollments**

| Lock | Exp    | Trm   | Crs-Sec   | Course Name   | Teacher              | Room | Enroll     | Leave     | Drop                     |
|------|--------|-------|-----------|---------------|----------------------|------|------------|-----------|--------------------------|
|      | 1(A-B) | S2    | Art9-100  | Art           | Maiers, Dave         |      | 4/5/2007   | 5/12/2007 | <input type="checkbox"/> |
|      | 4(B)   | 06-07 | ENG1000-6 | English 1     | Jorgenson, James J   | 220  | 5/15/2006  | 5/11/2007 | <input type="checkbox"/> |
|      | 2(A)   | S2    | HE10-3    | Health 10     | Rutter, Stephen D    | LH23 | 11/20/2006 | 5/11/2007 | <input type="checkbox"/> |
|      | 4(A)   | S2    | MUS1100-4 | Music         | Berndt, Gordie E     | 315  | 11/20/2006 | 5/11/2007 | <input type="checkbox"/> |
|      | 1(A)   | S2    | OPmedia-9 | Open Media    | Staff, Open          | 141  | 11/20/2006 | 5/11/2007 | <input type="checkbox"/> |
|      | 2(B)   | S2    | PE1101-6  | First Aid     | New PE, First Aid    | 420  | 11/20/2006 | 5/11/2007 | <input type="checkbox"/> |
|      | 3(A-B) | S2    | SCI2000-5 | Chemistry 1   | Sheen, Brian T       | 203  | 11/20/2006 | 5/11/2007 | <input type="checkbox"/> |
|      | 1(B)   | 06-07 | SOC2100-4 | World History | Zildjian, Prescott X | 400  | 5/15/2006  | 5/11/2007 | <input type="checkbox"/> |

3. Locate the section enrollment you want to drop.
4. Click **Drop** at the bottom of the page. If you want to drop all of the courses for this student select **All** at the bottom of the page.

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Page 1 of 2  
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5. The Drop Class page appears.

**Drop Classes**      
Adams, Corby L 11 840000547 AGHS

| Per | Term  | Crs-Sec   | Course        |
|-----|-------|-----------|---------------|
| 1   | 06-07 | SOC2100-4 | World History |

Exit Date

**Note about exit dates:**  
The exit date is always the day AFTER the last day the student was in class. If the student's last day in class was 5/22, then the exit date is 5/23. This applies even if 5/22 was the last day of the term, and even if school is not in session on 5/23.

**Drop Classes**

6. Verify the information you want to delete.

7. Use the following table to enter information in the fields:

| Field     | Description                                                                                                                                                                                                                                                                                  |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Student   | The selected student appears.                                                                                                                                                                                                                                                                |
| Period    | The selected period appears.                                                                                                                                                                                                                                                                 |
| Course    | The selected course appears.                                                                                                                                                                                                                                                                 |
| Teacher   | The selected teacher appears.                                                                                                                                                                                                                                                                |
| Exit Date | Enter the effective exit date using the format mm/dd/yyyy or mm-dd-yyyy. If you do not use this format, an alert appears. If you submit the date with an incorrect format, the date field will be submitted as a blank entry. This is usually the day after the student's last day in class. |

8. Click Drop Class if you are sure you want to drop the section enrollment. PowerSchool drops the student from the selected section, and the schedule displays without the deleted section(s) enrollment.