

## How to Remove a Student

1. Find the student you need to remove on your roster (SCREENING dashboard).
2. Click on the Actions menu corresponding to the student.
3. Select Remove.

Fall Reporting starts on 09/20/2021  
Will start in 3 days

Actions

School Year: 2021-2022  
AEA: All  
District: All

Building: All  
Screening: Select  
Status: All

Submit  
Reset Filters

Search:

Actions  
Edit Profile  
Edit First Contact Survey  
Submit Screening Scores  
View Screening Report  
Monitor Progress  
**Remove**

ACTIONS	STATE ID	STUDENT	DISTRICT COORDINATOR	BUILDING	FIRST CONTACT SURVEY	FALL	WINTER	SPRING
Actions	999999999	Add Student		Test School	Not Started	Not Started	Not Started	Not Started
Actions	888888888	Add Student2		Test School	Completed	Not Started	Not Started	Not Started

Showing 1 to 2 of 2 entries

4. Select a reason for removing the student.

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Actions

School Year: 2021-2022  
AEA: All  
District: All

Building: All  
Screening: Select  
Status: All

Submit  
Reset Filters

Search:

**Remove Student (Add Student)**

Section 1. Please indicate reason for removing student from your roster

Choose from options below

Transfer to another school or district.  
 Does not need to take alternate assessment.  
 Other

Cancel Next

ACTIONS	STATE ID	STUDENT	DISTRICT COORDINATOR	BUILDING	FIRST CONTACT SURVEY	FALL	WINTER	SPRING
Actions	999999999	Add Student		Test School	Not Started	Not Started	Not Started	Not Started
Actions	888888888	Add Student2		Test School	Completed	Not Started	Not Started	Not Started

Showing 1 to 2 of 2 entries

5. Confirm that you want to remove the student.

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Actions

School Year 2021-2022

AEA All

District All

Submit

Reset Filters

Search:

ACTIONS	STATE ID	STUDENT	DISTRICT COORDINATOR	BUILDING	FIRST CONTACT SURVEY	FALL	WINTER	SPRING
Actions	999999999	Add Student		Test School	Not Started	Not Started	Not Started	Not Started
Actions	888888888	Add Student2		Test School	Completed	Not Started	Not Started	Not Started

Showing 1 to 2 of 2 entries

6. If the student was removed successfully, you will see the message below.

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Actions

School Year 2021-2022

AEA All

District All

Submit

Reset Filters

Search:

Success

Student successfully removed!

OK

ACTIONS	STATE ID	STUDENT	DISTRICT COORDINATOR	BUILDING	FIRST CONTACT SURVEY	FALL	WINTER	SPRING
Actions	999999999	Add Student		Test School	Not Started	Not Started	Not Started	Not Started
Actions	888888888	Add Student2		Test School	Completed	Not Started	Not Started	Not Started

Showing 1 to 2 of 2 entries

7. Click OK to close the message box.