

## REMOVE VS. DROP VS. TRANSFER

### 2<sup>nd</sup> semester tips

REMOVE	TRANSFER	DROP
<p>-Removing a 2<sup>nd</sup> semester ONLY class and not replacing it with another course.</p> <p>-Example: moving to JVS/Career compact center, moving to Early Release, or Early Graduate.</p> <p>-Can be done at any time</p>	<p>-2<sup>nd</sup> semester to 2<sup>nd</sup> semester class can be done at any time, even before 2<sup>nd</sup> semester begins. We suggest Transfer-Remove.</p> <p>-All Year Class to a different All Year Class be cautious of when to process the transfer! (see below)</p>	
If the class has not yet started, or the student should never have been assigned to the class, select "Remove/Delete".	If the student has DASL marks in the class, but should have been or needs to be in a different class of the same course type and in the same course term, select "Transfer".	If the student has attended the class and marks need to remain, select "Drop".
This will "lock" the assignment and remove the student from class lists and any marks the student has.	This moves DASL marks and DASL mark comments to the new class if it has the same marking pattern as the original class.	The Stop Date must be within the appropriate Course Term (displayed in the box to the right).
	<p>You need to decide what to do with the original class by choosing Drop or Remove.</p> <p><b>Drop:</b> The original assigned course will be marked as dropped with the stop date entered. The new assignment will begin with a start date of the next attending day. <b>Should be used for the All Year Class situation only. If original class is dropped the teacher will still be able to enter the report card grades even if Red W appears. However, the Quarter 2 mark will fall under the dropped course and the Quarter 1 mark will be moved. Might be best to process the Transfer/Drop after buckets have been closed.</b></p> <p><b>Remove:</b> The original assigned course will be removed with a stop date equal to the start date. The new assignment will begin with a start date equal to the first day of the corresponding term. <b>Could be used for either All Year course or 2<sup>nd</sup> Semester course transfer. For All Year courses the original teacher will NOT be able to save report card marks. Might be best to process the Transfer/Remove after buckets have been closed so both Quarter 1 and Quarter 2 marks transfer.</b></p>	Student will appear on the DASL class lists until the stop date has passed.
	This does not move the assignment marks in Progress Book. The teacher has the option to transfer assignment marks to the new class in Progress Book.	