

## Reinstating Dropped Courses

Students may be dropped from a course(s), added to another and may need to be reinstated to the first course.

### Step 1 - Navigate to Schedule Entry Page

- Menu | Scheduling | Student Schedules | Student | Schedule Entry

◀ Schedule Entry List Grid



Selections																
Schedule List																
Action	Building	Pd	Course-Section	Description	Ovr	Status	Add Date	Drop Date	Mark Reporting			Cycles	Marking Period	Trail From	Room	
									Marks	First MP	Last MP					
<input checked="" type="checkbox"/>	1071	1	04HR - 3	Homeroom Grade 4	<input type="checkbox"/>	D	04/13/2021	05/14/2021	O	M4	M4	M T W R F	M1 M2 M3 M4		MCKEE	
<input checked="" type="checkbox"/>	1071	1	04HR - 5	Homeroom Grade 4	<input type="checkbox"/>	A	05/17/2021		G	M4		M T W R F	M1 M2 M3 M4		SMITJ	
<input checked="" type="checkbox"/>	1071	5	04RD - 3	Reading Grade 4	<input type="checkbox"/>	D	04/13/2021	05/14/2021	O	M4	M4	M T W R F	M1 M2 M3 M4		MCKEE	
<input checked="" type="checkbox"/>	1071	5	04RD - 5	Reading Grade 4	<input type="checkbox"/>	A	05/17/2021		G	M4		M T W R F	M1 M2 M3 M4		SMITJ	

### Step 2 - Drop Current Classes

- Enter date in **Drop Date** column.
- Update **Last MP** with the last marking period the student will receive grades for that class.
- Repeat for all courses.
- **Keep**

Schedule List																
Action	Building	Pd	Course-Section	Description	Ovr	Status	Add Date	Drop Date	Mark Reporting			Cycles	Marking Period	Trail From	Credit	
									Marks	First MP	Last MP					
<input checked="" type="checkbox"/>	1071	1	04HR - 3	Homeroom Grade 4	<input type="checkbox"/>	D	04/13/2021	05/14/2021	O	M1	M3	M T W R F	M1 M2 M3 M4		1.0000	

### Step 3 – Re-add the previous class,

- Click on the class description.

Description	Ovr	Teacher	Status	Add Date	Drop Date
Homeroom Grade 1	<input type="checkbox"/>		D	08/31/2020	01/26/2021

- Click on the add icon  on the **Date Range** Detail panel.

◀ Date Range Detail 

- Enter date in the **Date Added** field. This date must note overlap with the dropped date.

◀ Date Range Detail

◀ Dates: 05/17/2021 - Present

Course Dates		Mark Reporting			Resolved Conflict Information
Date Added*	Date Dropped	Marks	First MP	Last MP	
05/17/2021 		G - Graded	M4		

**SAVE**

- **Keep**
- Repeat as needed.