

Dropping a Student

Students should be dropped from JPAMS as soon as the parent/guardian notifies the school that the student is leaving and all information (grades, attendance, discipline) has been completed in JPAMS.

Do not keep a student enrolled in JPAMS because the student owes the school money. The next school cannot enroll a student until the previous school has dropped him/her.

Printing a Leave/Entry Package

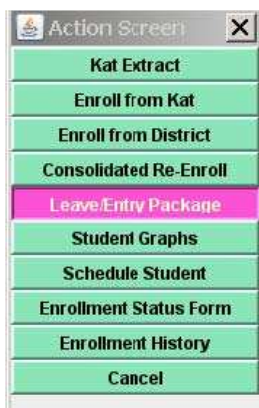
Before actually dropping the student from JPAMS, you may want to print a Leave/Entry Package. This will allow you to print documents that are helpful in the adding/dropping process.

From the Student Master screen, choose the student that you want to print the package for.

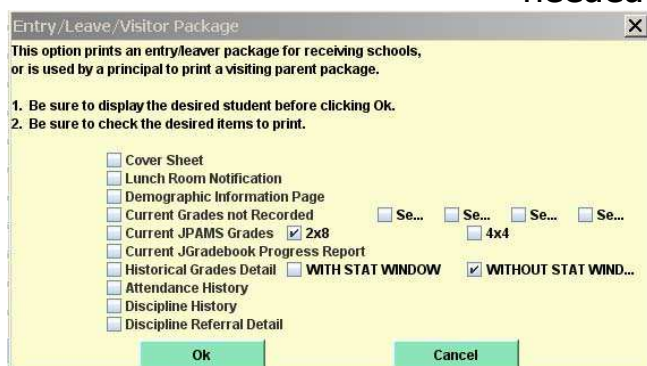
Click on the "Action" button at the bottom.



Then choose "Leave/Entry Package."



At the setup screen, you may choose to print as many pages as needed.



This package can be placed in the cumulative folder, it may be sent to the next school or it may be used to notify teachers, lunchroom staff that the student is entering or exiting you school.

JPAMS Procedures for Dropping a Student

To add an SBLC code to a student’s record, you must first “pull up” the student’s record. To do this, click on the “FIND1” button at the bottom of the Student Master screen.



Scroll down the list until you find the student that you are looking for.

Double-click on the student’s name to view the record. When you click

inside the leave date field, the follow “Leave Information” pop-up screen will appear.



Leave Code -Click inside the Leave Code field and a list will appear with the following options:

L0 18 E No Show	16 18 D Pregnancy	64 12 E Transfer to Correctional Institution
L1 97 E Waiting Transfer of Paperwork	17 19 D Religion	65 13 E Transfer to Vocational/Tech
L2 08 E Transfer within District/pub/charter/Lab	18 99 D Environmental	66 14 E Transfer to Parochial/Private
L3 09 E Transfer within State/pub/charter/Lab	19 97 D Exit Reason Unknown	67 15 E Reassignment from one grade to another
L4 10 E Transfer Out of State or Country	20 15 E Exit grade for reassignment to another grade	68 16 E Transfer to Home Study/in school private study
L8 07 E Death or Incapacitation of Student	21 03 E Illness: Student intends to return to school	69 97 E Unqualified for Program–Exit Reason Unknown
01 21 D Illness Health	22 17 E Finished all but GEE	70 04 E Senior Graduation

Problems	Completed Carnegie Rqmts	
02 21 D Physical Disability	26 19 E Exit from non-mandatory attendance program	71 05 E GED Graduate-Discontinued-use code 80
03 21 D Emotional	27 17 E Completed Carnegie Rqmts not GEE	72 06 E SAME as 62 Above, Certificate of Achievement
04 21 D Mental	28 06 D Entered Criminal Justice System	73 20 E Transfer to Early College Admission Program
05 02 D Behavioral	29 07 D Failed Required Test	74 21 E Transfer to State School
06 01 D Academic Difficulty	30 08 D Lack of appropriate curriculum	80 05 E GED only (typically Adult Education Centers)
07 08 D Lack of Appropriate Curriculum	31 09 D Lack of childcare	81 22 E Completer-GED/Industry Certificate
08 17 D Poor Student/Staff Relations	32 10 D Lack of transportation	82 23 E Completer-GED/Local Skills Certificate
09 16 D Poor Peer Relations	33 11 D Language difficulty	83 24 E Completer-Industry Certificate Only
10 030 D Dislike of School Experience	34 13 D Military	84 25 E Completer-Local Skills Certificate only
11 15 D Parent/guardian influence	35 20 D Substance Abuse	85 26 E Completer-Certificate of Completion
12 14 D Needed at home	60 01 E Expelled	86 27 E Exit under SBESE Academic School Choice Policy
13 04 D Economic Problems	61 06 E Graduation/Early Graduation	87 28 E Exit under SBESE Unsafe school choice policy
14 05 D Employment	62 06 E Certificate of Achievement	88 29 E Exit due to disaster event – Katrina
15 12 D Marriage	63 11 E Transfer to Adult Ed	89 30 E Exit due to disaster event - Rita

Choose the code that best describes the reason the student is leaving.

Special Notes:

Leave Date -Enter the Leave Date by clicking inside the white box and choosing the correct date from the calendar. Once you click on the date, the calendar will disappear and the date will be inside the Leave Date field.

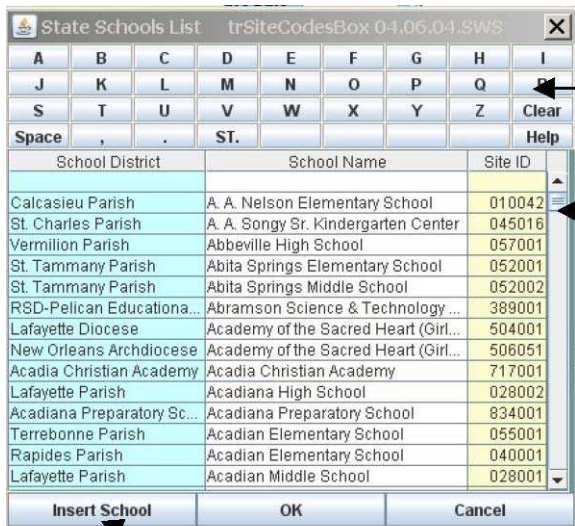
Note: The Leave Date should be **the day after the student's last day in class** at your school. Do not enter the date that the parent/guardian notifies you that the student has left or is leaving your school. Do not use the date that you receive request for records. For students that stop attending school, do not use the date that you determine the student needs to be dropped.

Always use the day after the last day in class.

The only exception to this rule is when the student is suspended for a number of days and then does not return to school. You may use the day after his last day of suspension as

the leave date. However, be careful when doing this. If you know the student began attending another school on the second day of his suspension, then put the second day of his suspension as the leave date.

Transferred To – This should be the name of the school where the student is transferred to. This field is optional. If possible, please choose the name from the list on the dropdown menu.



You may either scroll down to find the name of the school or click on the first few letters of the school name using the keypad on the screen. Click on "Insert School" and the school name will now be in the "Transferred To" field.

Date Request Received – This should be the date that the transferring school sent you the records. This field is optional.

Date Request Sent – This should be the date that a request for records was made. This field is optional.

Click the "SAVE" button.