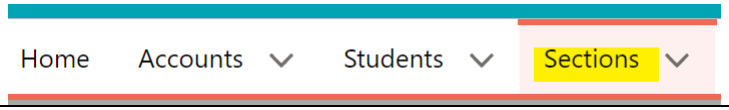
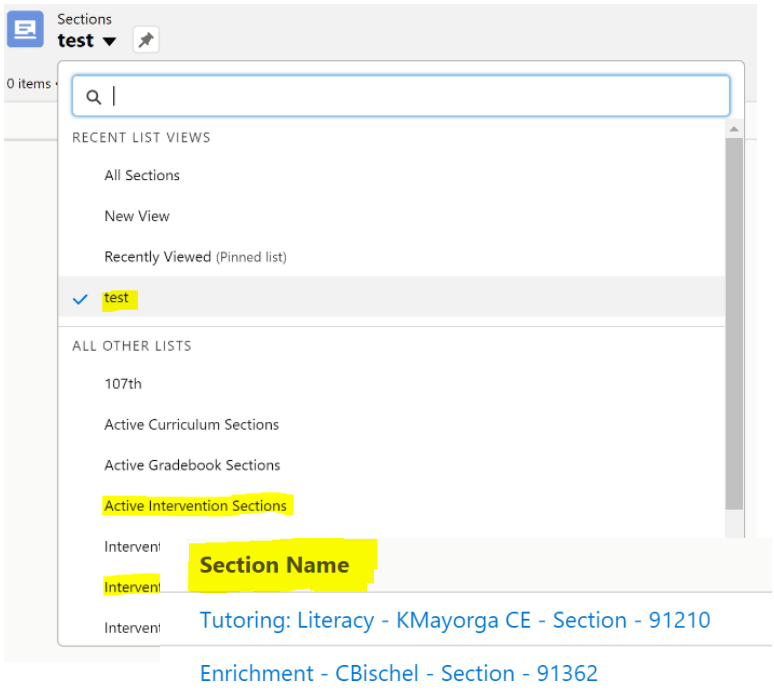
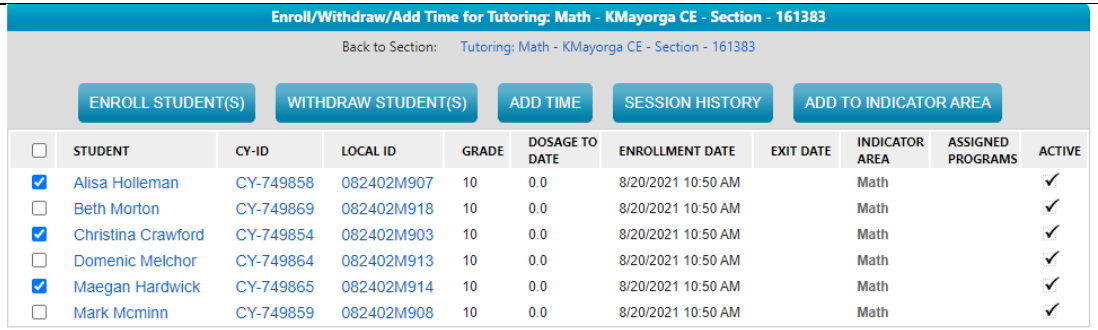
How to Withdraw Student(s) from CYSH Sections

1. Go to CYSH via your Okta Homepage (cityyear.okta.com)	
2. Find **Sections** on the blue ribbon and then click	
3. Select your preferred view and locate the section	

4. Click on Intervention Data on the top-right hand corner

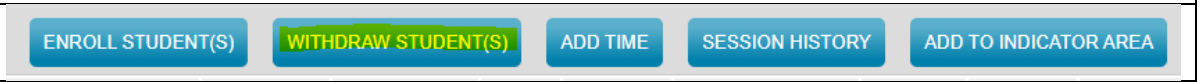
5. Select the student(s) you wish to withdraw

*If you are removing more than one student at a time and they have different exit dates, you will need to go through this process for each student individually by exit date



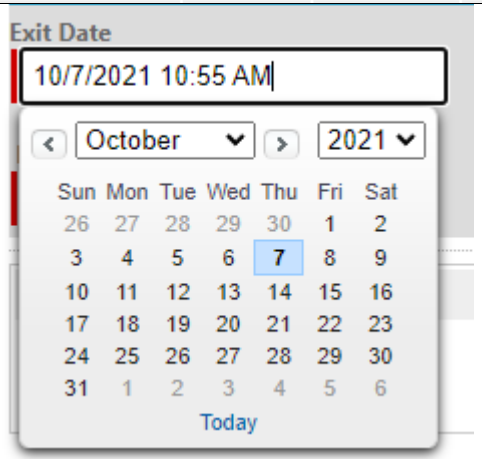
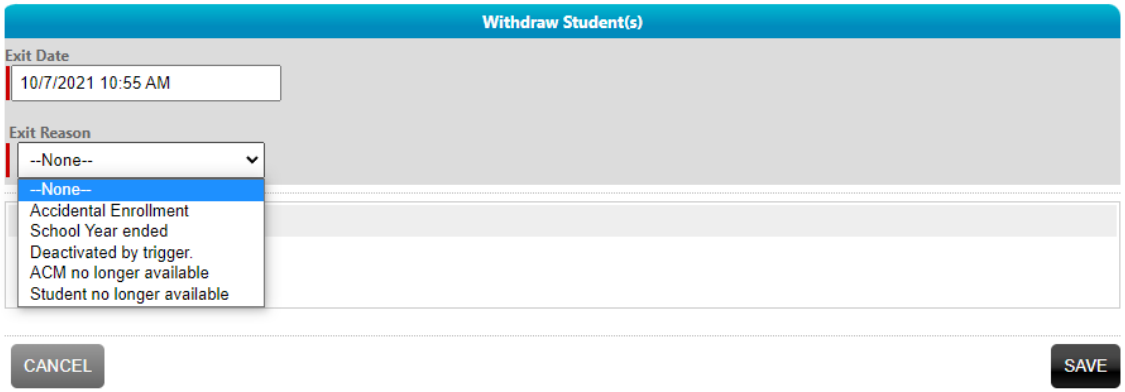
STUDENT	CY-ID	LOCAL ID	GRADE	DOSAGE TO DATE	ENROLLMENT DATE	EXIT DATE	INDICATOR AREA	ASSIGNED PROGRAMS	ACTIVE
Alisa Holleman	CY-749858	082402M907	10	0.0	8/20/2021 10:50 AM		Math		✓
Beth Morton	CY-749869	082402M918	10	0.0	8/20/2021 10:50 AM		Math		✓
Christina Crawford	CY-749854	082402M903	10	0.0	8/20/2021 10:50 AM		Math		✓
Domenic Melchor	CY-749864	082402M913	10	0.0	8/20/2021 10:50 AM		Math		✓
Maegan Hardwick	CY-749865	082402M914	10	0.0	8/20/2021 10:50 AM		Math		✓
Mark Mcminn	CY-749859	082402M908	10	0.0	8/20/2021 10:50 AM		Math		✓

6. Click on WITHDRAW STUDENT(S) button on the top



7. Select a date or enter date and time

***Note: if the students have different exit dates, you will have to go through this process for each student at a time**



8. Select an exit reason and click save