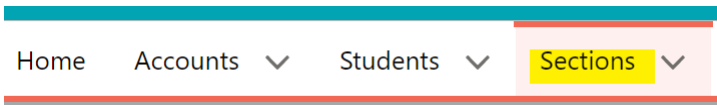
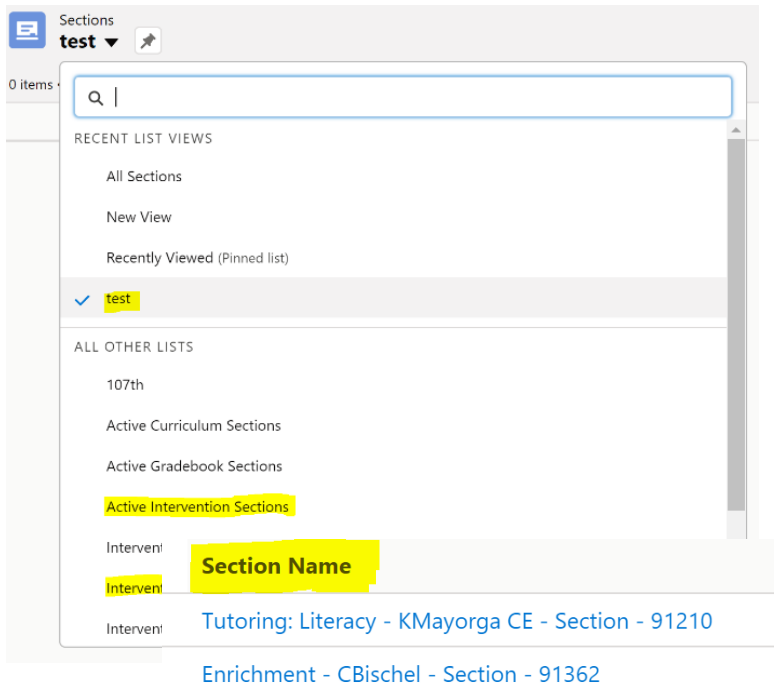




## How to Withdraw Student(s) from CYSH Sections

1. Go to CYSH via your <a href="https://cityyear.okta.com">Okta Homepage</a> (cityyear.okta.com)	
2. Find <b>Sections</b> 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
<input checked="" type="checkbox"/>	Alisa Holleman	CY-749858	082402M907	10	0.0	8/20/2021 10:50 AM		Math		✓
<input type="checkbox"/>	Beth Morton	CY-749869	082402M918	10	0.0	8/20/2021 10:50 AM		Math		✓
<input checked="" type="checkbox"/>	Christina Crawford	CY-749854	082402M903	10	0.0	8/20/2021 10:50 AM		Math		✓
<input type="checkbox"/>	Domenic Melchor	CY-749864	082402M913	10	0.0	8/20/2021 10:50 AM		Math		✓
<input checked="" type="checkbox"/>	Maegan Hardwick	CY-749865	082402M914	10	0.0	8/20/2021 10:50 AM		Math		✓
<input type="checkbox"/>	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**

Exit Date

10/7/2021 10:55 AM

< October > 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today



8. Select an exit reason and click save

Withdraw Student(s)

Exit Date

10/7/2021 10:55 AM

Exit Reason

--None--

None

Accidental Enrollment

School Year ended

Deactivated by trigger.

ACM no longer available

Student no longer available

CANCEL

SAVE