



CalSWEC

California Social Work Education Center

# What To Do When a Student Leaves School Before Graduating

# Data in the Tutorial

- ▶ All data are fictitious
  - Identifying information has been altered
- ▶ FileMaker is very Interactive
  - FileMaker saves continuously
  - Entries are saved automatically
- ▶ FileMaker often wants to upgrade.
  - **DO NOT DO IT!**
  - FileMaker 11 is not compatible with FileMaker 12.


If a student leaves before graduation,  
on the **Personal Tab** change **Student Status** to:

- Gone on Leave,
- Terminated, or
- Withdrew

The screenshot shows the CalSWEC IV-E Program interface. At the top, there are three tabs: 'Personal', 'Academic', and 'Work and Repayment'. The 'Personal' tab is selected, indicated by a red arrow. To the right of the tabs is a red box labeled 'Still in school' and a blue box containing the CalSWEC ID 'NR001061'. Below the tabs, the 'Last Contact' field is empty. To its right is a green box containing the name 'Teresa Alexander'. Further right are two buttons: 'Find Student' (blue) and 'ADD NEW STUDENT' (green). Below these, the text 'Los Angeles Region' is on the left, and 'IV-E Program' is centered. The main form area contains several fields: 'CalSWEC ID' with the value 'NR001061' (highlighted with a red arrow), 'Full or Part Time' with the value 'full', and 'Year Entered CalSWEC' with the value '2013'. Below these, 'Student Status' is set to 'enrolled - in good standing' (highlighted with a red arrow). To the right of this is 'Expected / Actual Graduation Date' with the value '5/22/2015'. At the bottom, there is a 'Completed IV-E BASW?' checkbox (unchecked) and a 'Grad Year' field with the value '2015'.

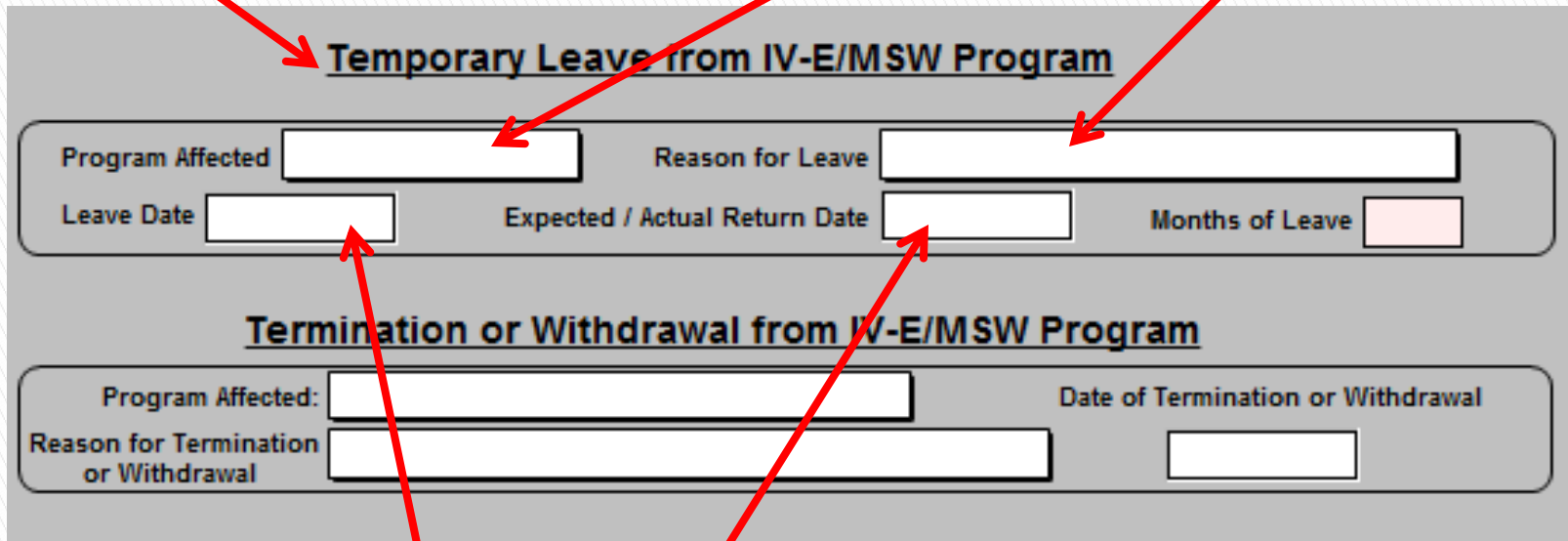
Personal	Academic	Work and Repayment	Still in school	NR001061
Last Contact		CSU, Northridge	Teresa Alexander	Find Student
Los Angeles Region		IV-E Program		
CalSWEC ID	NR001061	Full or Part Time	full	Year Entered CalSWEC: 2013
Student Status:	enrolled - in good standing	Expected / Actual Graduation Date: 5/22/2015		
	Completed IV-E BASW?		Grad Year 2015	

Next, go to the Academic Tab



Personal	<b>Academic</b>	Work and Repayment	Still in school	HU000267
Last Contact		CSU, Humboldt		
		Ida L Mejia		<b>Find Student</b> <b>ADD NEW STUDENT</b>
Northern Region		<b>IV-E Program</b>		
CalSWEC ID	HU000267	Full or Part Time	full	Year Entered CalSWEC: 2014
Student Status:	enrolled - in good standing		Expected / Actual Graduation Date:	5/15/2016
	Completed IV-E BASW?		Grad Year	2016

If the student is taking a temporary leave from school fill out the “Temporary Leave” section, including Program Affected, reason.



The form is divided into two main sections. The top section is titled "Temporary Leave from IV-E/MSW Program" and contains five input fields: "Program Affected", "Reason for Leave", "Leave Date", "Expected / Actual Return Date", and "Months of Leave". The bottom section is titled "Termination or Withdrawal from IV-E/MSW Program" and contains three input fields: "Program Affected:", "Reason for Termination or Withdrawal", and "Date of Termination or Withdrawal". Red arrows point from the text above to the "Temporary Leave" section and from the text below to the "Leave Date" and "Expected / Actual Return Date" fields.

<u>Temporary Leave from IV-E/MSW Program</u>				
Program Affected	<input type="text"/>	Reason for Leave	<input type="text"/>	
Leave Date	<input type="text"/>	Expected / Actual Return Date	<input type="text"/>	Months of Leave <input type="text"/>

<u>Termination or Withdrawal from IV-E/MSW Program</u>		
Program Affected:	<input type="text"/>	Date of Termination or Withdrawal
Reason for Termination or Withdrawal	<input type="text"/>	<input type="text"/>

Be sure to include leave & Return dates. Check on student when the return date arrives.

If the student dropped from the program completely fill out the “**Termination or Withdrawal**” section:

Include Program Affected, reason.

The image shows a form titled "Temporary Leave from IV-E/MSW Program" and "Termination or Withdrawal from IV-E/MSW Program". Red arrows point from the text above to specific fields in the form.

**Temporary Leave from IV-E/MSW Program**

Program Affected	<input type="text"/>	Reason for Leave	<input type="text"/>
Leave Date	<input type="text"/>	Expected / Actual Return Date	<input type="text"/>
		Months of Leave	<input type="text"/>

**Termination or Withdrawal from IV-E/MSW Program**

Program Affected:	<input type="text"/>	Date of Termination or Withdrawal	<input type="text"/>
Reason for Termination or Withdrawal	<input type="text"/>		<input type="text"/>

Red arrows point from the text above to the "Program Affected" field in the "Temporary Leave" section, the "Reason for Leave" field in the "Temporary Leave" section, the "Program Affected:" field in the "Termination or Withdrawal" section, the "Reason for Termination or Withdrawal" field in the "Termination or Withdrawal" section, and the "Date of Termination or Withdrawal" field in the "Termination or Withdrawal" section.

Be sure to include Date of Termination or Withdrawal.

- ▶ Then go to the Repayment section on the **Work and Repayment Tab**
  - Enter **Repayment Status**, **Repayment Reason** and **Start Date**

The screenshot shows a repayment form with the following fields and sections:

- Repayment STATUS:** A text input field with a red arrow pointing to it.
- Repayment Reason:** A text input field with a red arrow pointing to it.
- Start Date:** A date input field with a red arrow pointing to it.
- End Date:** A date input field.
- Certified Ltrs. Sent:** A section with three checkboxes labeled 1., 2., and 3.
- If in Default:** A section with three input fields: **Campus Notified?**, **CalSWEC Notified?**, and **Amount Defaulted**.
- Table:** A table with five columns: **TotalGrant**, **Original Amt. Owed**, **Amt. Remaining**, **Actual Monthly Amt.**, and **Monthly Int.**. The **TotalGrant** field contains the value "\$37,000.00".
- Collections Type:** A text input field.
- Estimated Monthly Amount:** A text input field with the note "(No Interest included)".
- Repayment DELAY Reason:** A text input field.
- Repayment WAIVER Reason:** A text input field.
- Delay Start:** A date input field.
- Delay End:** A date input field.
- Date Waiver approved by CalSWEC:** A text input field.

- If student left IV-E only, enter  
“Repayment delayed (Until Graduation)”
- If student left Both IV-E and MSW, enter  
“Repayment pending (arrangements are being made)”

Finally, fill in the **Original Amt. Owed** and **Actual Monthly Amt.**

The form contains the following fields and sections:

- Repayment STATUS:
- Repayment Reason:
- Table with columns: TotalGrant, Original Amt. Owed, Amt. Remaining, Actual Monthly Amt., Monthly Int.
- Table Row 1: \$37,000.00,  (arrow),  (arrow),  (arrow),
- Collections Type:  Estimated Monthly Amount:  (No Interest included)
- Repayment DELAY Reason:
- Repayment WAIVER Reason:
- Certified Ltrs. Sent: 1. ☐ 2. ☐ 3. ☐
- Start Date:  End Date:
- If in Default: Campus Notified?  CalSWEC Notified?  Amount Defaulted
- Delay Start:  Delay End:
- Date Waiver approved by CalSWEC:

As the student pays, change the **Amt. Remaining**, on a quarterly or 6-month basis.



# Contact information

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