# Discharging a Student to Move Them to the Follow-up List.

## Go into **Manage Student Records**.

* **Search** for the student (Searching by DOC # is the easiest and quickest way)

\*You do not need to change any of the check-marked options, we have preset them for you\*



* Go into the student’s record by clicking the little blue man.

 



* Go to the grey **Release-Discharge-Transfer** tab



# Complete the Grid View if there are blanks

* Click the **+New Exit or Release or Transfer** button.
* Fill out the Discharge information at the top of the page**. DO NOT** hit the Save Changes button yet.
* If there are blank cell, missing the dates in the grid view,



* Change the option in the drop box under **Current Enroll Status** to **Released** for all programs in the grid view.
* Add the missing dates.
* Once you add the information to the grid, hit the **Save Changes** button under the **Student Program Summary**.



* Click the **Save Changes** on the top of the screen.



* If the student’s Life Success Plan is not complete, you will get an error with a list of what is missing.



* Click OK, then scroll down and complete the Life Success Plan and **Save Changes**.



* You can now see the student in **the Manage Post Release – Follow-up** list.