# 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
* 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.

# Complete the Grid View *if there are blank cells*

* If blank cells are in the grid view, fill in the missing data.
* Change the option in the drop box under **Current Enroll Status** to **Released** for all programs in the grid view.
* Put the correct dates in and hit the *WHITE* **Save Changes** button right above the grid in the **Student Program Summary** section.
* After you have Saved the grid changes, 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.