**Procedures for taking students *out* of your class (dropping or grading students):**

**Teachers:**

* If student has not participated in the first 10 days of class: **DROP** for non-attendance
	+ To **Drop** student:
		- Email: E-Administrator, with:
			* **“Please DROP student”;**
			* Student name;
			* Birth date;
			* Class;
			* Term (Example: 20061-fall, 20062-spring, 20063-summer I, 20064-summer II);
			* Teacher.
* If student misses 10 days of class:
	+ For an AHS course:
		- **WITHDRAW** student
		- Email: E-Administrator with:
			* **“Please withdraw student”**
			* Student name,
			* birth date, and
			* class
			* Term
			* Teacher
	+ For ABE/GED course:
		- Grade the student with an **XT** (“exited” course) in your e-grading shell
		- Email: E-Administrator and request your class size be increased a seat to make use of the seat taken by this non-working student on your roster now
* If student misses more than **6 days of class at the end of the semester (due to reporting requirements)**
	+ For ABE/GED course:
		- Grade the student with an **XT** (“exited” course) in your e-grading shell and input respective last-day of attendance
* If student changes levels or facilities (location):
	+ For an ABE/GED course:
		- Grade the student with an **NG** (“no grade”) in your e-grading shell
		- Email: E-Administrator and request your class size be increased a seat to make use of the seat taken by this non-working student on your roster now
* At the end of EVERY semester:
	+ AHS instructors:
		- GRADE student (with an A,B,C,D,F, or I in rare cases):
		- E-Grade student on web as per Mariner procedures
	+ ABE/GED instructors:
		- ***Post-test students***
* **At the end of EVERY semester:**
	+ ***Anyone using Educator as a classroom:***
		- Email: E-Administrator with:
			* **Student grade** (GED/ABE would be: NG=no grade)
			* Student name,
			* birth date, and
			* class
			* Term
			* Teacher
	+ ***All:***
		- ***Re-register*** *students continuing next semester!*
		- *You must make certain*:
			* Registrations have been *input* into Mariner.
				+ Work with students and facilitators to get this accomplished for your students, please.
			* Send an E-Administrator thestudents that you have ***re-registered***.

**E-Administrators:**

* + To DROP a student:
		- In Mariner:
			* Drop a student with a D A
		- Educator students:
			* Send to Jodi
				+ Jodi follows FATDEC procedures to drop student from class
	+ To WITHDRAW a student:
		- In Mariner:
			* Verify Teacher graded student with a W.
		- Educator students:
			* Send to Jodi
				+ Jodi follows FATDEC procedures to archive student records.
	+ To remove graded students from the Educator shell:
		- Educator students:
			* Send to Jodi
				+ Jodi follows FATDEC procedures to archive student records.