**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.