

# Deactivating A Student In BTSP

## Objective

Readers will understand the process/steps for deactivating a student in BTSP (Breakthrough Starter Pack) with PMM (Program Management Module).

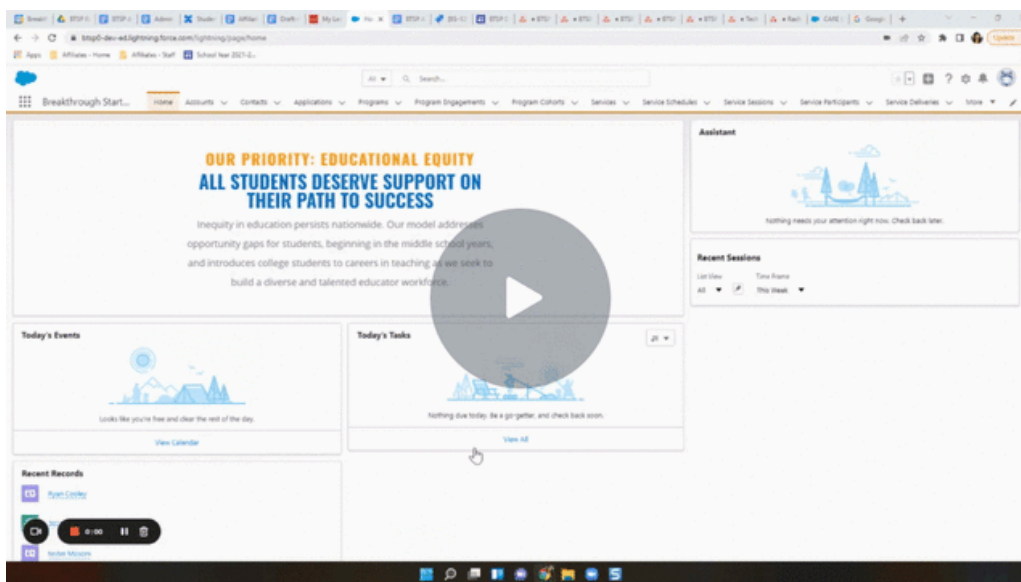
## Purpose/Overview

There are times when students no longer are a part of the Breakthrough program. Whether they voluntarily leave, involuntarily leave, are asked to leave, or move out of the state, the student has left the program. If a student has left the program, they should be deactivated in the system. This means the Student Status on their contact record will go to Inactive as will their Program Engagement record. This not only removes the student from your active participant list but it also excludes that student contact from being added to Breakthrough programming.

When deactivating a student, you will need to use the **“Deactivate Student” button** found on the student’s **contact record**. This will ensure that their enrollment in all other areas of programming are changed to inactive as well. DO NOT deactivate a student on the Student Status field on the contact record.

## Process

### Deactivate a Student PMM - Watch Video





1. Go to the student's contact record
2. At the top right corner of the contact record, click the "Deactivate Student" button

The screenshot shows the 'Contact' page for 'Test Student'. The top navigation bar includes links like Home, Accounts, Contacts, Applications, Programs, Program Engagements, Program Cohorts, Service Sessions, Services, Service Schedules, Service Participants, Service Deliveries, and More. The 'Deactivate Student' button is highlighted in the top right corner. Below the navigation bar, the student's status is 'Active'. The 'Basic' tab is selected, showing fields for Name, Birthdate, Account Name, Program Cohort, Primary Affiliation, Title, Preferred Name/ Nickname, Middle Name, and Household Details. The 'Activity' tab is also visible on the right side.

3. Complete the Deactivate Student screen, and click "Next"
  - a. Select the Reason Inactive in the Program
  - b. Provide any details on the inactive status
  - c. Enter the date they left the program
  - d. Select the grade that the student left the program

The screenshot shows the 'Deactivate Student' wizard. The title is 'Deactivate Student'. Below the title, it says 'Please complete this wizard to make a student inactive. When the wizard completes, the student's future enrollment records will be updated to 'withdrawn''. The 'Reason Inactive in Program' section is highlighted, showing four radio button options: 'Never Enrolled', 'Voluntarily Left', 'Involuntarily Left', and 'Asked to Leave'. Below this, there are three input fields: 'Inactive Details', 'Program Departure Date', and 'Departure Grade'. The 'Next' button is highlighted at the bottom right.

4. Click "Finish" to confirm the deactivation.



5. Once complete, the student's Program Engagement record will change to Inactive, as will their Student Status value. Students will also be removed from any future programming enrollments that they were assigned to.