

# Removing a Student from a Learning Center Class with the PLS Roster

- Step 1. From your roster, expand the folder of the student you want to remove from the Learning Center class.
- Step 2. Click on the class name.
- Step 3. On this page, click Edit on the roster.

**Class Dashboard: Biology A (IS2603-1:P1-Sp)**

**Class Information**

Class: Biology A  
 Course: Biology A  
 Subject Code: 2603  
 Instructor: Schlegel, Lindsey  
 Schools: Independent Study 9-12  
 Location:  
 Room:  
 Schoolyear: 2015 - 2016  
 Track(s): A  
 Reporting Period(s): (A) Semester 2 (Spring)  
 Credits: 5 Credits  
 Attendance: Day-By-Day  
 Programs Taught:

Section: P1-Sp  
 Course Code: IS2603-1  
 Local ID: 16186  
 External ID(s):  
 Start: 01/11/2016  
 Finish: 06/17/2016

Next scheduled class session is Tuesday at 8:00 am

**Regular Schedule**

| Day      | Time              |
|----------|-------------------|
| Tuesday  | 8:00 am - 8:55 am |
| Thursday | 8:00 am - 8:55 am |

**Calendar Schedule**

Class Day | Not a Class Day

| March 2016 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    | 01 | 02 | 03 | 04 | 05 |
| 06         | 07 | 08 | 09 | 10 | 11 | 12 |
| 13         | 14 | 15 | 16 | 17 | 18 | 19 |
| 20         | 21 | 22 | 23 | 24 | 25 | 26 |
| 27         | 28 | 29 | 30 |    |    |    |

**Students Enrolled**

| # Student        | Grade | Trk | Status    | Start      | Finish     |
|------------------|-------|-----|-----------|------------|------------|
| 1 Azevedo, Laura | 12    | A   | Enrolled  | 01/11/2016 | 06/17/2016 |
| 2 Diaz, Roman    | 9     | A   | Enrolled  | 01/11/2016 | 06/17/2016 |
| 3 Jordan, Max    |       |     | Completed | 01/11/2016 | 02/18/2016 |

**Curriculum Information**

| Seq | Name / Edit        | Weight |
|-----|--------------------|--------|
| 1   | Biology (Schlegel) | 1      |

- Step 4. Find the student, check the box next to their name, and click Remove Selected Students from Class button at the bottom of the page.

| # | Sel                      | St #       | Student        | Attendance |
|---|--------------------------|------------|----------------|------------|
| 1 | <input type="checkbox"/> | 5559991114 | Azevedo, Laura | ▶          |
| 2 | <input type="checkbox"/> |            | Diaz, Roman    | ▶          |
|   | <input type="checkbox"/> |            | Jordan, Max    | ▶          |

Check All

Print Labels for Selected Students

Print Registration Forms for Selected

Email Selected Students

Email Parents of Selected Students

Email Selected Student's Teachers of Record

**Remove Selected Students From Class**

Alter Registrations for Selected Students

Print Drop-Form

- Step 5. Type CONFIRM (must be all caps) and click continue.

— Last Updated by Max Williams on 2016/04/07 20:18

Last  
update: 2016/04/07 20:18 pls:removestudentfromlclasswithpls https://schoolpathways.com/knowledgebase/doku.php?id=pls:removestudentfromlclasswithpls&rev=1460060333

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