

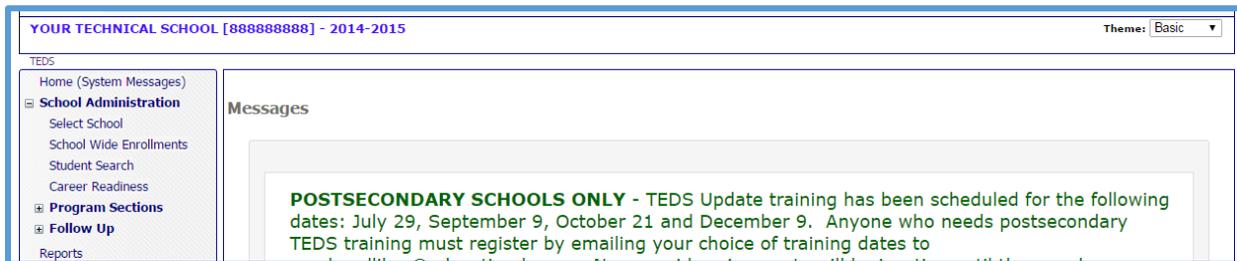
How to Enter Termination Status for Students in TEDS

This screen consists of a list that displays the students by name, SSN and SSID. A termination status **MUST** be entered for ALL senior students in ALL of the student's program enrollments (active and inactive) for the school year.

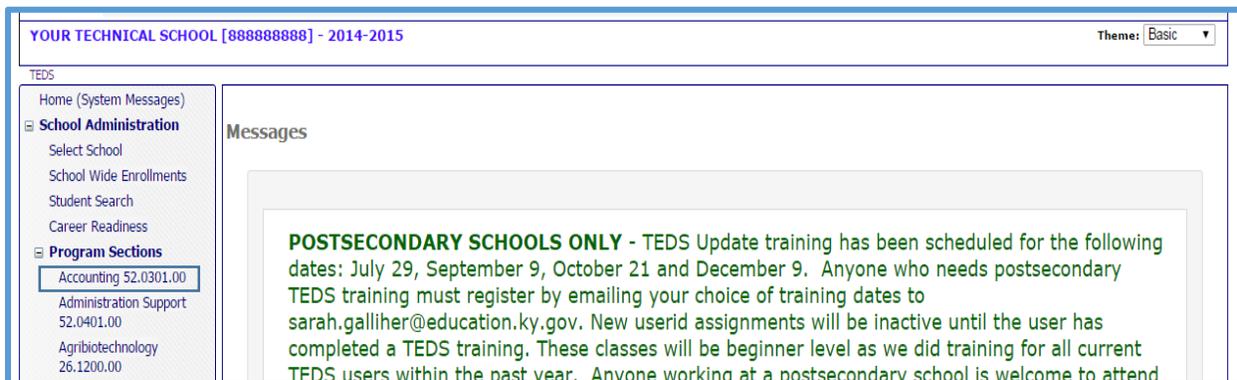
REMINDERS

1. It is best to complete terminations at the end of the school year, after your final TEDS import from Infinite Campus.
2. Schools must terminate underclassmen that drop out or transfer out of their home high school.
3. At the end of each year, a script runs every night. This script terminates 12th Grade Students whose Student Objective is Exploring as Exploratory Exit and puts an end date for the day the script added that status.
4. Schools do not need to terminate students in the ARTS pathways.
5. Do not terminate underclassmen that are returning to their home high school for the next year for any reason. Students are only terminated when they leave their home high school.

1. Once you have logged into TEDS, make sure you have selected the appropriate school and school year, click on the (+) sign next to Program Sections



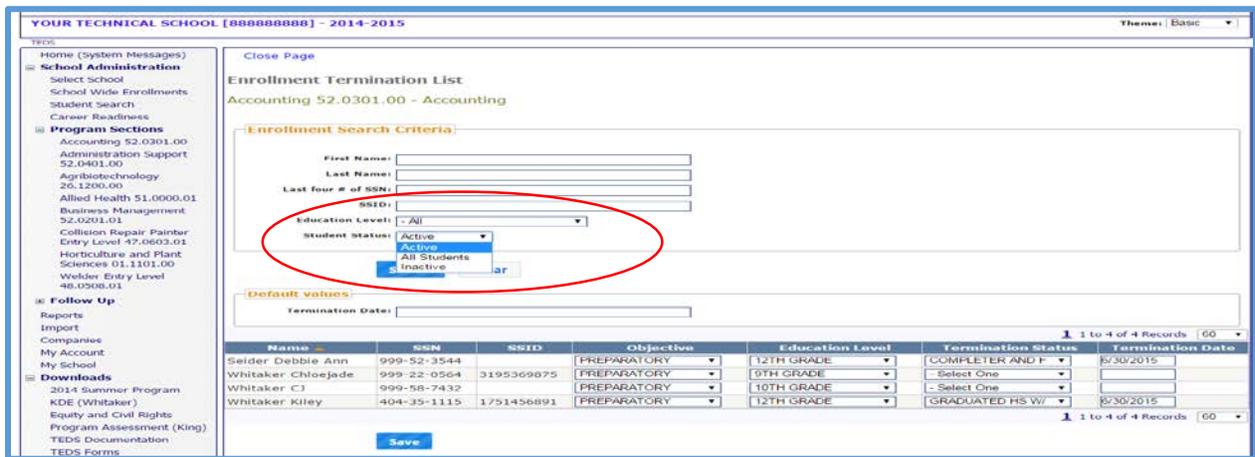
2. Click on the name of the program for which you want to complete terminations



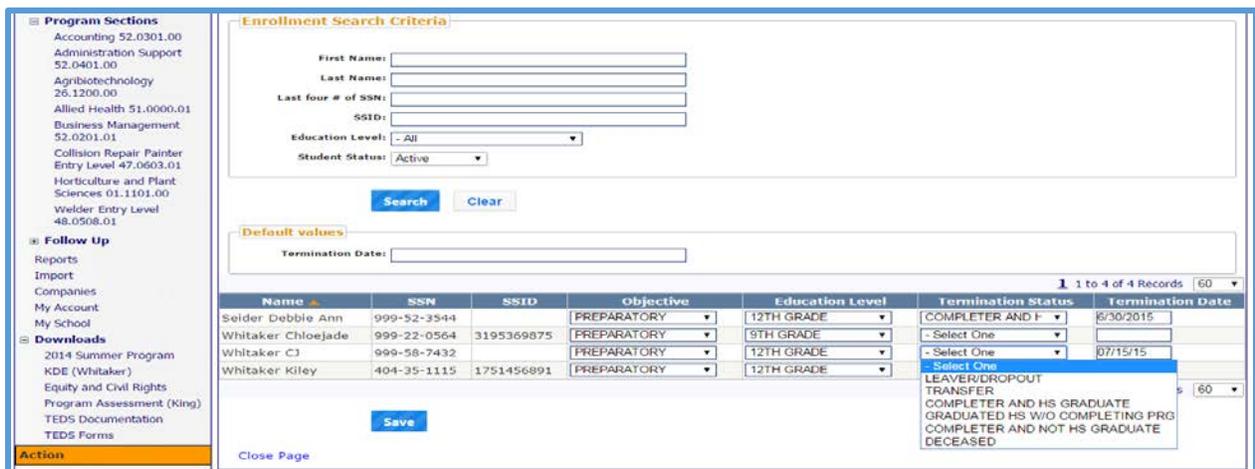
3. Click on the Termination link



4. Change Student Status from Active to All Students and then click Search. If you only need to see your seniors, you can also change Education level to 12th grade.



5. Click on the dropdown for Termination Status and choose the appropriate status, repeat for each student (active and inactive) who graduated, dropped out, transferred or is deceased ONLY.



- Enter a termination date for each student for which you selected a termination status and click **Save**.

If you have several students to terminate with the same date, you can enter a date once in the default values field

Name	SSN	SSID	Objective	Education Level	Termination Status	Termination Date
Seider Debbie Ann	999-52-3544		PREPARATORY	12TH GRADE	COMPLETER AND F	6/30/2015
Whitaker Chloejade	999-22-0564	3195369875	PREPARATORY	9TH GRADE	- Select One	
Whitaker CJ	999-58-7432		PREPARATORY	12TH GRADE	GRADUATED HS W/	07/15/15
Whitaker Kiley	404-35-1115	1751456891	PREPARATORY	12TH GRADE	GRADUATED HS W/	6/30/2015

Make sure you click save before going to another page or you will lose data

- Once you click **Save**, you should receive the green message below.

Save Ok!

- Repeat for each pathway to complete terminations.