

Select Withdrawal Reason

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The Reason lookup is used to retrieve the code for a specific reason the student withdrew from the campus.

Select a reason:

Reasons are listed in order by code. The PEIMS-equivalent codes are also displayed.

- The list can be re-sorted.

  You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

  A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

1. To search for a specific reason, begin typing the code, reason, or PEIMS code in the **Search** field. The list is automatically filtered to display the reasons that *contain* the characters you have typed.
2. When you locate the reason you want to retrieve, click the code.
3. The lookup closes, and the field is populated with the selected code.

Click **Cancel** to close the lookup without selecting a reason code.


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