Wd Clearance Checks

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This tab allows the district to maintain a table of clearance check codes for student withdrawals. The codes are used on the SRG0900 - Withdrawal Transfer Form report.

Up to 18 codes will print alphabetically on SRG0900 - Withdrawal Transfer Form. If more than 18 codes exist in the table, only the first 18 codes (alphabetically) will print on SRG0900.

Existing sources are displayed in order by code.

Click **+Add**. A blank row is displayed in the grid.

Field	Description
Code	Type the two-character code for the source that is requesting records.
Explanation	Type a name or description for the source, up to 14 characters.

Click **Save**.

To update an explanation, type over the existing text and save.

You can only update the explanation; you cannot change a code. You must delete and reenter the code and explanation.

Other functions and features:

Delete a row.

1. Click 🗑 to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

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