

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 \boxtimes or descending \boxtimes 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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