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 report. If more than 18 codes exist in the table, only the first 18 codes (alphabetically) will print on SRG0900.

Update data:

Existing clearance check codes are displayed in order by code.

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

Field	Description
Clearance Check	Type the two-character code for the clearance area.
Description	Type a description for the code, up to 15 characters.

Click **Save**.

To update a description, type over the existing description and save.

You can only update the description; you cannot update a code. To change a code, you must delete and re-enter the code and description.

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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