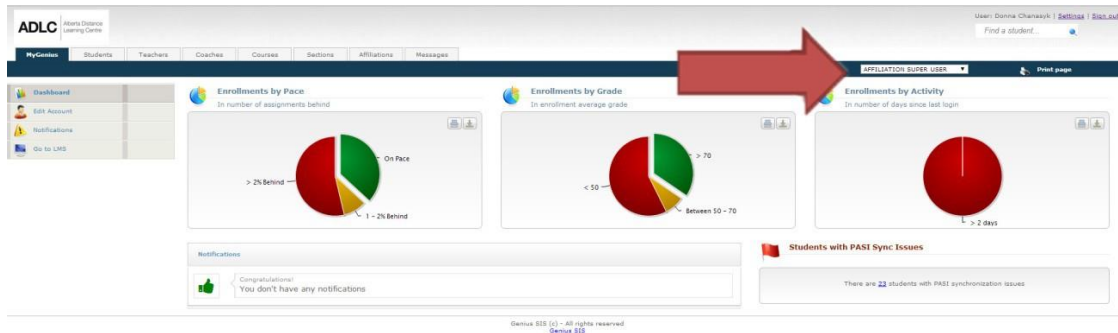
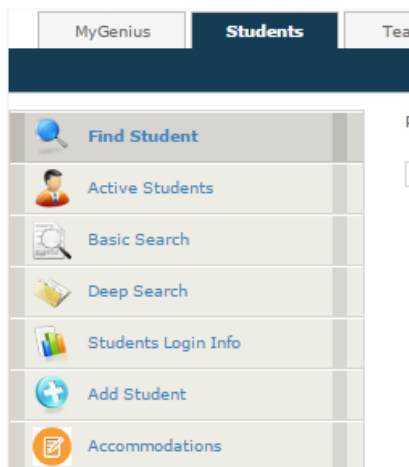


This document is intended to help Affiliation Super Users drop a student from a section (course) in ADLC's Student Information System (SIS).

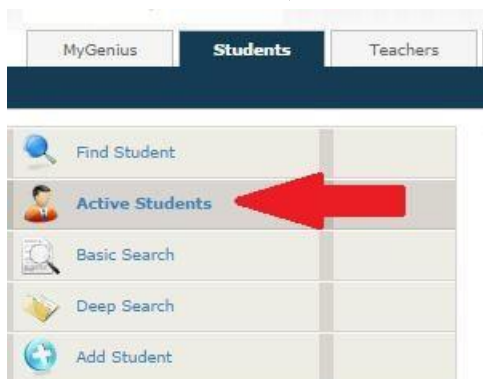
1. When you're logged into the SIS, make sure your **Affiliation Super User** role is selected before you begin. This can be found in the drop-down menu on the dark blue bar that runs along the screen.



2. Click on the **Students** tab.



3. From the menu on the left, click on **Active Students**. A list of all existing students will appear.



4. Click on the name of the student you want to drop from a section. The student's file will appear.

ADLC Alberta Distance Learning Centre

User: Student Student | Settings | Sign out

Find a student...

Home | **Students** | Enrollments | Teachers | Coaches | Courses | Sections | Affiliations | Messages

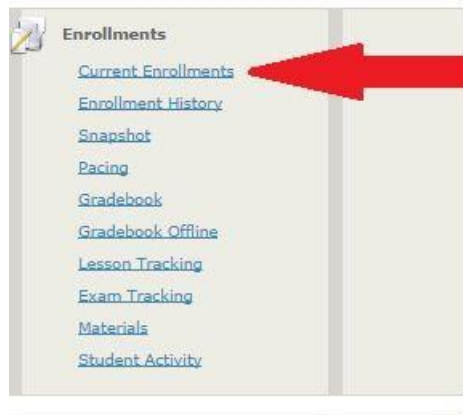
Print page | Export Results to Excel

There are 76 active students in the system.

Search:

Student	ASN	GradeLevel	Affiliation	City	Enrollments	ID
[Student Name]	[ASN]	12	Swan Hills School		6	[ID]
[Student Name]	[ASN]	10	Swan Hills School		3	[ID]
[Student Name]	[ASN]	9	Swan Hills School		2	[ID]
[Student Name]	[ASN]	12	Swan Hills School		1	[ID]
[Student Name]	[ASN]	4	Swan Hills School		0	[ID]

- On the left side of the screen, scroll to the “Enrolments” section, then click on **Current Enrollments**. A list of active sections will appear.



- Check the **Select** box for the section the student is dropping.



- Click **Drop Selected** below the list of active sections.



Contact

If at any time you have questions, please contact:

Registrations Department

1-866-774-5333, ext. 5360

email.registrations@adlc.ca