NCVirtual Drop and Withdrawal Guide

Dropping Students Before the 10th Day of Class
A school may drop students before classes begin and through the tenth day of the class. Drops through Day 10 will not count in a district’s or charter school’s allotment totals and dropped students will not receive a grade.

Withdrawing Students After the 10th Day of Class
A school may withdraw students after Day 10 and throughout the rest of the semester. Withdrawals will count in a district’s or charter school’s allotment totals, and we will issue the student a W (withdrawal) grade. It’s a local decision if the school records the W grade.

Medical Drops
Students who have a medical, IEP, or 504 condition may be dropped from their courses throughout the semester. The Medical Drop Form is on Page 2 below.

The Drop / Withdrawal Process
Dropping or withdrawing a student is similar to the enrollment process.

☐ Click Enroll
Click the “enroll” option next to the course the student is enrolled in. Any section will work, but it must be in the correct semester.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Section</th>
<th>Open</th>
<th>Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>enroll</td>
<td>view</td>
<td>Accounting 1</td>
<td>Fall 2017</td>
<td>1</td>
</tr>
<tr>
<td>enroll</td>
<td>view</td>
<td>Accounting 1</td>
<td>Fall 2017</td>
<td>2</td>
</tr>
</tbody>
</table>

☐ Look in the “enrolled” Column
After you click the “enroll” option, you will see two columns: “enrolled” and “not enrolled.” Look in the enrolled column for your student.

☐ Check the Box to and Click “Remove”
Check the box next the student you want to drop or withdraw. Then click on the “Remove” button. If your action is on or before Day 10, it will be processed as a drop. After Day 10, it will be processed as a withdrawal.

☐ Log in to the NCVirtual Registration System
https://registration.ncvps.org/

☐ Click on the “Enrollments” Button

☐ Search for the Student’s Course
Use the search box to search for courses. You can also sort by clicking on “Course” or “Semester.”

☐ Check for the “removed” Notification
The student will now appear in the “not enrolled” column.

If you do not see the “removed” notification, open a ticket with our Virtual Support Center here: https://ncvps.teamwork.com/support/#/docs
NCVirtual Medical Drop Form

Open a ticket with our Virtual Support Center: https://ncvps.teamwork.com/support/#/docs to medically drop a student. Include the following information in the ticket:

Today’s Date:

Student’s First Name:

Student’s Last Name:

PowerSchool ID Number:

Course(s):

Teacher’s Name:

Semester (Fall, Spr, YL, Sum):

School:

District:

ELA’s name:

ELA email:

Principal email:

Supporting Comments:

Note: Drops are final. By submitting this information, the principal or his/her designee is approving the drop. Keep a copy of this form at your school for auditing purposes. NOTE: Schools should NOT withdraw a student in the NCVPS registration system if the school is requesting a medical drop for that student. Withdrawing the student will trigger the registration system to count that student’s enrollment at the end of the year AND negate NCVPS from being able to do a medical drop the student because the school has already withdrawn the student.