


How to Unwithdrawn an Withdrawn (lapsed) Application

Go to **Place management** and then click the **Registration offer** tab

Scholastic year	Offering name	Typical annual intake	Registered	Enrolled	Leaving
K	Kindergarten 2007 (Mainstream Enrolment)	90	0	88	0
1	Year 1 2007 (Mainstream Enrolment)	92	0	93	0
2	Year 2 2007 (Mainstream Enrolment)	92	0	78	0
3	Year 3 2007 (Mainstream Enrolment)	92	0	89	0
4	Year 4 2007 (Mainstream Enrolment)	129	0	120	0
5	Year 5 2007 (Mainstream Enrolment)	129	0	11	0
6	Year 6 2007 (Mainstream Enrolment)	129	0	92	91
Total		753	0	571	91

Click the  alongside the students belongs to. Change the **Show students with: Active Registration to Inactive Registration** to enable system to display the students with status left.

Scholastic year	Offering name	Typical annual intake	Registered	Enrolled	Leaving
2	Year 2 2008 (Mainstream Enrolment)	150	0	0	0

Show students with: Show Legend

SRN	Student name	Gender	D.O.B	Roll Class	Status
	Han,	M	10-Apr-2000	2K	Internal Transfer [04-Feb-2008]
	Piepers,	M	14-Jan-2000		Internal Transfer [19-Dec-2007]
	Shariati,	M	01-Jan-2001		Left [05-Feb-2008]
	Shi,	F	14-Sep-2000		Left [08-Feb-2008]
	Vesky,	M	01-Jan-2001		Withdrawn (lapsed)
	Xia,	M	24-May-2001		Left [05-Feb-2008]

Student status sometimes change to **Withdrawn (lapsed)** by system because in **Registration Offer Setup, After how many days of inactivity auto withdraw registration**, there is a number school has indicate after this question.

If school has indicated to '0', means application will never change to withdraw (lapsed) status. We are recommended school input a large amount of days, such as 90, which means after the **Intended start date** +90 days, the application status will change from whatever status to **Withdrawn (lapsed)**.

Once **Withdrawn (lapsed)** status appear and school wish to unwithdrawn the application, by click the student name. Click **Unwithdraw** button to unwithdrawn the application

Registration Dates - Year 2 2008 (Mainstream Enrolment) < Vesky, >

Intended start date :

Actual start date :

Leaving date :

If the selected student is attending another school, the application can NOT be unwithdrawn, the application need to re-registered into the school

Click the **Close** button to return to **Registration Maintenance** window, the student status should change to whatever before Withdrawn(lapsed), for this case Applied to Enrol (Incomplete)

435354645 Vesky, M 01-Jan-2001 Applied to Enrol (Incomplete)