

## FEMIS – How to end date the child from school.

End dating a child is an ongoing issue with some schools not knowing how exactly it works. This manual will provide step by step process with explanation of how to properly end date a child if he or she has transferred, migrated, dropped-out etc.

### Normal school term

Displayed below in figure 1.1 is the normal student registration and the school term dates from Term 1 to Term 3. There is a clear demarcation date's separation on each term.

The screenshot displays the FEMIS - BAU DISTRICT SCHOOL (2505) interface. At the top, there is a navigation bar with buttons for School, Staff, Classes/Students, Verify Parents/Guardians, Transp. Assistance, Reports >, Resources, Maps, and Policy Feedback. Below this is a section for Student Details For: xxxxxxxx, Student ID: xxxxxxxx, and Date of Birth: 28/12/2016. The interface includes tabs for Basic Information, Subjects, Home Life, Function/Disability, Drug Activity, Move/Remove, LANA, Attendance, Fees, Financial Assistance, Health, Student Record, Transf Letter, Duke Of Edinburgh Infor, Numeracy Progress Tracker, and Transp. Assistance. The Basic Information tab is selected, showing fields for Student ID, Birth Reg (or passport) No., Gender, Attended ECE, First Name, Other Name, Ethnicity, Surname, and Date of Birth. Below this, there is a section for Show details for: Year: 2023 Class: 1 Stream: 1. This section contains a table with three rows representing Term 1, Term 2, and Term 3. Each row has columns for Start Date, End Date, and a dropdown menu for the term status. The dates are as follows: Term 1 (Start: 30/01/2023, End: 05/05/2023), Term 2 (Start: 22/05/2023, End: 25/08/2023), and Term 3 (Start: 11/09/2023, End: 08/12/2023). The dropdown menus are set to 'Student started term normally' and 'Student finished term normally'.

Term	Start Date	End Date	Status
Term 1	30/01/2023	05/05/2023	Student started term normally
Term 2	22/05/2023	25/08/2023	Student started term normally
Term 3	11/09/2023	08/12/2023	Student started term normally

Figure 1.1

### Transferred to another school in Term 2 entry.

In transferring student to another school, you must put an end date, that is the date he or she is transferred, and you must **remove** the dates on the remaining term dates and select **"Did not attend this term."** on the reasons dropdown lists.

The double entry will trigger if the term 3 dates remain in the system and when the term 3 begins. Therefore, it is logically correct to remove the dates of the remaining term when the student is transferred as shown in figure 1.2 below.

FEMIS - BAU DISTRICT SCHOOL (2505)

Exit School ViewLog Out

SchoolStaffClasses/StudentsVerify Parents/GuardiansTransp. AssistanceReports >ResourcesMapsPolicy Feedback

Help >

Student Details For: xxxxxxxxStudent ID: xxxxxxxxDate of Birth: 26/06/2016

Basic InformationSubjectsHome LifeFunction/DisabilityDrug ActivityMove/RemoveLANAAttendanceFees

Financial AssistanceHealthStudent RecordTransf LetterDuke Of Edinburgh InforNumeracy Progress TrackerTransp. Assistance

Basic Information - for the student above.

\* The Birth Certificate number is the BDM number. Or, provide a passport number for non-citizens.

Student ID: xxxxxxxxBirth Reg (or passport) No.: \* xxxxxxxxGender: FemaleAttended ECE: ☒

First Name: xxxxxxxxOther Name: xxxxxxxxEthnicity: xxxxxxxxDate of Birth: 26/06/2016

Surname: xxxxxxxx

Show details for: Year: 2023 Class: 2 Stream: 1

Term 1	Start Date: 30/01/2023 (30/01/2023 )	Student started term normally	Term 1
	End Date: 05/05/2023 (05/05/2023 )	Student finished term normally	
Term 2	Start Date: 22/05/2023 (22/05/2023 )	Student started term normally	Term 2
	End Date: 06/07/2023 (25/08/2023 )	Transferred to another school	
Term 3	Start Date: (11/09/2023 )	Did not attend this term	Term 3
	End Date: (08/12/2023 )	Did not attend this term	

Figure 1.2

### Transferred in from another school in Term 2.

The “transferred in” works the same way as “transferred out” where dates in terms not attended must be blanked out or removed and place a “Did not attend this term..” in the reasons as shown in figure 1.3 below.

FEMIS - BAU DISTRICT SCHOOL (2505)

Exit School ViewLog Out

SchoolStaffClasses/StudentsVerify Parents/GuardiansTransp. AssistanceReports >ResourcesMapsPolicy Feedback

Help >

Student Details For: xxxxxxxxStudent ID: xxxxxxxxDate of Birth: 26/06/2016

Basic InformationSubjectsHome LifeFunction/DisabilityDrug ActivityMove/RemoveLANAAttendanceFees

Financial AssistanceHealthStudent RecordTransf LetterDuke Of Edinburgh InforNumeracy Progress TrackerTransp. Assistance

Basic Information - for the student above.

\* The Birth Certificate number is the BDM number. Or, provide a passport number for non-citizens.

Student ID: xxxxxxxxBirth Reg (or passport) No.: \* xxxxxxxxGender: xxxxxxxxAttended ECE: ☒

First Name: xxxxxxxxOther Name: xxxxxxxxEthnicity: xxxxxxxxDate of Birth: 26/06/2016

Surname: xxxxxxxx

Show details for: Year: 2023 Class: 2 Stream: 1

Term 1	Start Date: (30/01/2023 )	Did not attend this term	Term 1
	End Date: (05/05/2023 )	Did not attend this term	
Term 2	Start Date: 23/06/2023 (22/05/2023 )	Transferred in from another school	Term 2
	End Date: 25/08/2023 (25/08/2023 )	Student finished term normally	
Term 3	Start Date: 11/09/2023 (11/09/2023 )	Student started term normally	Term 3
	End Date: 08/12/2023 (08/12/2023 )	Student finished term normally	

**Overlapping dates**

When the “end date” from the previous schools and “start date” in the new schools OVERLAPS, this also will trigger double entry message on your school home page. Therefore, it is greatly important to set the dates not to overlap or even on the same date.