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.
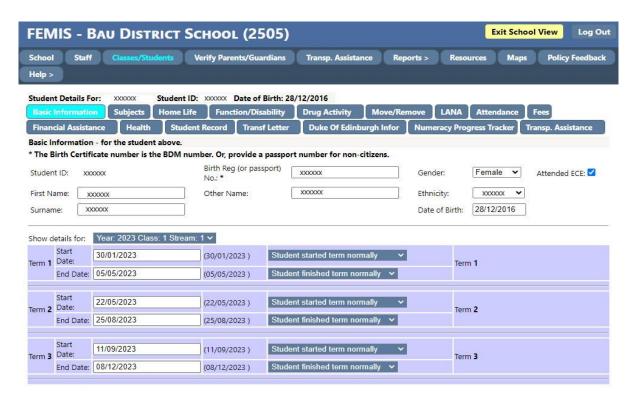

Figure 1.1

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.
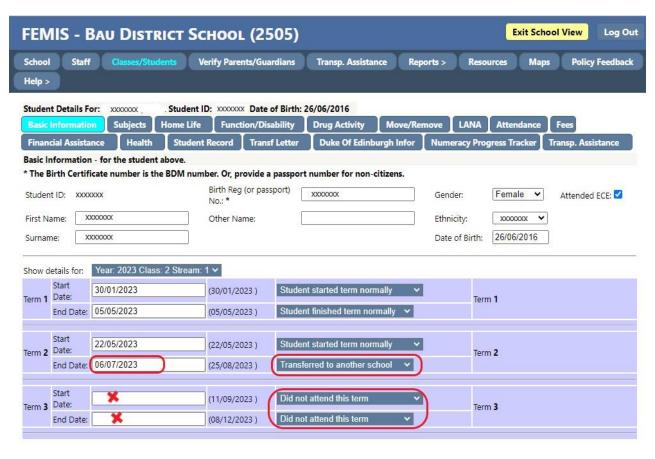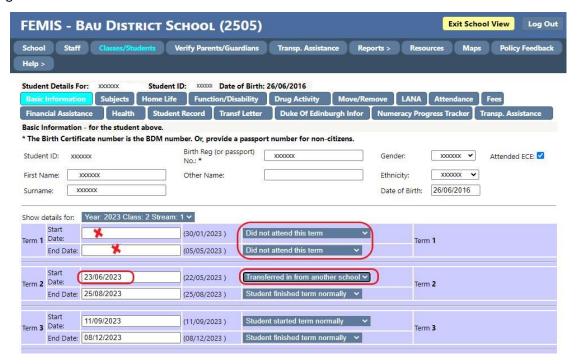
Figure 1.2

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.

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.