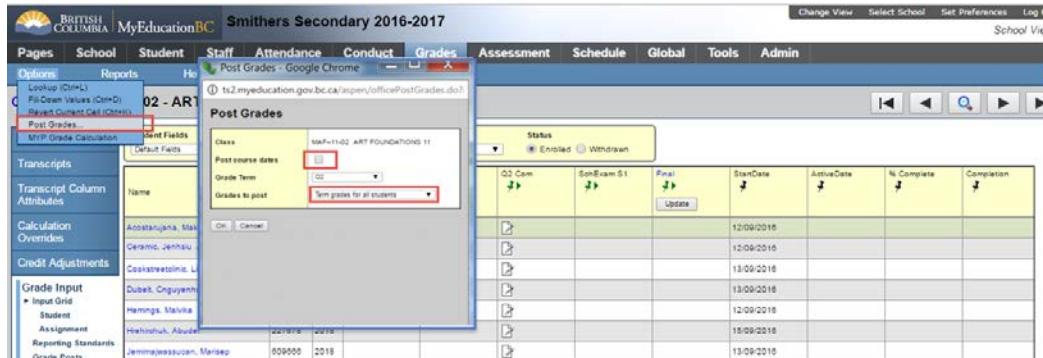# Student Course Section Withdraw and Transcript Records

Student Transcript Records

Student transcript records are created when a school *posts grades* or a school *posts course dates* for a course section.

- Students with a final mark in Grade Input, either enrolled or withdrawn from a course section, will have a transcript record created during posting.

- Students withdrawn from a course section without a final mark in the withdrawn tab of Grade Input will not have a new transcript record created. A previously created transcript record will exist until deleted.

Drop a student from a course section and *retain* a transcript record

- Enter a final mark in Grade Input for the student. Options > Post Grades for the course section.
    - Posting Grades will populate the completion date in Grade Input and post the final mark to the transcript record.
- Post Dates for the course section.
    - Posting dates will populate the transcript record with all of the dates, including completion date.
- Drop the student from the course section in Student > Schedule > Workspace.

Drop a student from a course section and *remove* a transcript record

- Ensure there is no final mark in Grade Input for the student.
    - (Options > Post Grades if a previous mark existed and was deleted)
- Drop the student from the course section in Student > Schedule > Workspace.
- Delete the existing blank transcript record (if one existed previously).