

This document is intended to assist ADLC's partner affiliation staff with understanding the 60-Day Non-starter Automatic Withdrawal process (formerly 90-Day) in ADLC's Student Information System (SIS).

In order to allow our teachers to focus on the students who are active in each course, there is an automatic withdrawal process for students who do not have grades in SIS **60 days** after their start date.

SIS checks daily for students (SI - Student Instruction) that meet the following criteria

- Students enrolled in ADLC sections that have no grades in SIS
- Students that have no items in a **Received** or **In Transit** status (in lesson recording area of SIS). *Note: Lessons submitted in Moodle would not prevent the student from being withdrawn.*
- Enrolment start date of 30 days or 60 days prior to current date

30-Day Notice

If it has been *30 days* from the student's start date (see below for instructions how to locate start date), then the student; the Affiliation's DE Contact person; and the ADLC Teacher will receive an email providing notice that the student will be withdrawn in 30 days.

60-Day Withdrawal

If it has been *60 days* from the student's start date (see below for instructions how to locate the start date), the student's enrolment will be withdrawn. An email will be sent to the student; the Affiliation's DE Contact person; and the ADLC Teacher acknowledging the withdrawal.

All email notifications are recorded in the *Communications* section of the student's SIS file

- The student will be withdrawn from their course.
- Under Enrollment History, it will say "Non-starter Drop" in red font.



Under the Student Log, it will show an updated enrollment for (x course), Status from ACTIVE to WITHDRAWN_WITHOUT_FUNDING. The User field will be blank as this was done automatically.

Date	User	Description
7/28/2017 11:57:40 AM	Dezaeyer, Nicole	Manually created
7/28/2017 11:58:40 AM	Dezaeyer, Nicole	Student enrolled in Section Mathematics 30-2 [5 cr] - OL (2018) - Any - 144110 [144110]
10/26/2017 7:00:26 AM		Updated enrollment in section Mathematics 30-2 [5 cr] - OL (2018) - Any - 144110 [144110], Status from ACTIVE to WITHDRAWN_WITHOUT_FUNDING

Locating Start Dates in SIS

Start dates can be found by referencing the following locations in the student's SIS file:

Academic Snapshot on the student's Main Page: *StartDate field*

Academic Snapshot

This student is currently enrolled in 1 section(s):

Section	Affiliation	LMS	Teacher	Marker	StartDate	Grade	Assignments	SIB
Social Studies 10-1 [5 cr] - PR (2019) - Any - 165868 [165868]		MOODLE	Climenhaga 2, Kristen	Climenhaga 2, Kristen	2018-12-10		0 of 24	N/A

Current Enrollments: *Start field*

Select	Actions/Flags	Section	LMS	Marker	Original Marker on Vacation	Affiliation	Start	End	Entry	Grade	Assignments
<input type="checkbox"/>	...	Social Studies 10-1 [5 cr] - PR (2019) - Any - 165868 [165868]	MOODLE	Kristen Climenhaga 2	No		2018-12-10	2019-06-30	2018-12-10		0 of 24

Enrollment History: *Start field*

Edit	Affiliation	Section	LMS	Marker	Start	End	Entry	Exit	Status	# of Days in Course	Grade	Assignments
...		Social Studies 10-1 [5 cr] - PR (2019) - Any - 165868 [165868]	MOODLE	Kristen Climenhaga 2	2018-12-10	2019-06-30	2018-12-10		ACTIVE	43		0 of 24

Frequently Asked Questions

Is it possible to *reinstate* a student who has been withdrawn due to the 60-day non-starter policy?

No. The student will need to be registered again in the Section in SIS.

What does ADLC Partner Support staff do if they receive lessons but the student has been withdrawn due to 60-days of no work?

ADLC Partner Support staff will contact the DE Contact and ask them to register the student so that they can process the lessons.

How can I change a student's start date?

- Find the student's file in SIS.
- Select **Current Enrollments**, located under the *Enrollments* section of the student's file.
- Check the **Select** column for the respective course.
- Click on the **Change Dates** button
- Select the desired dates from the drop-down calendars for the following:

Start Date

- This date cannot be prior to enrollment date
- This date must be at least 60 days before the expiry date
- Students can access their courses in Moodle before their listed *Start Date* if this date is later than the course enrollment *Registration (Entry) Date*

End Date

- This date impacts the course pacing but does not affect the Current Expiration Date
- Select **Save**

What are the SIS rules for changing a student's start date?

- Start date cannot be prior to enrollment date
- Start date cannot be less than 60 days before the expiry date
- Start date cannot be after the expiry date

Who can adjust a student's start date?

The following roles can adjust a student's start date in SIS:

- Affiliation Course Manager
- Affiliation Super User
- Course Manager
- External Teacher
- Principal
- Superintendent
- Teacher

Which students are NOT affected by the 60-Day No Work Policy?

- Unfunded students (i.e. Adult Students - age 20 years old or older, Federally Funded Students, or Out of Province Students. Unfunded Students are identified in SIS when *UNFUNDED* appears in the **Funded Flag** field located in the **Basic Information** section of a student's file located below the **Username** field.)
- Students enrolled in TS sections
- Students who have started a course and have with a marked submission(s) but have since paused/stalled
- Students who have been reinstated into a section
- Students who are enrolled in a section that has no gradables (i.e. SuccessMaker® and Homeschool Support.)

Questions?

Give us a call at 1-866-774-5333 or email info@adlc.ca