How to record a suspension

When a student is suspended it is necessary to record the dates of the suspension and to indicate that the student’s status is now Enrolled (Suspended).

To record a suspension:
- Access the student from Place Management / Registration Offers
- Indicate the student to be suspended
- Change the status to Enrolled (Suspended) and enter the dates of suspension
- Enter a reason for suspension in the dossier
- Update the record

Access the student on the Registration offers and tick the check box alongside the student name to indicate that the student’s status is to be changed. Click the Change status button.

Access the drop down list to select a new registration status
Select Enrolled (Suspended) from the list

Enter the suspension dates, enter a Dossier comment, then click the SAVE and EXIT
View the Suspension Date and Dossier

NOTE 1: Go to **Student Enquiry**, locate the student and click the **Medical and Behaviour Details** icon to view the suspension date and dossier.

NOTE 2: If this is a CURRENT suspension, the student’s status has been adjusted in **Place Management – Registration offers**. To review the dates and dossier, click on the student’s name.

The Registration Dates window shows the dates of suspension.

To review the dossier, click on the dossier icon.
Click Close to exit.

**NOTE 3:** When a suspension finished, status will change from Enrolled (Suspended) to Enrolled (In Attendance) by system