

## Participants & Rosters: Households & Participants: Withdrawing a Child

### To withdraw a child from the participant page:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the name of the participant.
- Under Status select “Inactive”.
- The Date Withdrawn will auto-populate with the current date. You can manually change the date, but keep in mind that a child who has an Inactive status will not appear on attendance or meal count screens.
- Scroll to the bottom and click “Save”.

**Participant Info**

First Name \*

Middle Name

Last Name \*

Birthdate Estimated ☐

Birthdate \*

Start Date \*

Date Withdrawn

Gender

Status

Services

### To withdraw a child from the roster list:

- Click on “Participants & Rosters” on the main dashboard.
- Click on the name of the roster that the participant is on.
- Next to the participant’s name, under Status, select “Inactive” from the drop-down menu.
- Note: you are not able to change the withdrawn date from this screen.
- Click “Save”.

**Roster**

Roster Name

Description

Infant Roster ☒

ARAM Roster ☒

Name	Guardian	Birthdate	Current Rosters	All Rosters	Status
Benjamin Cubbage	Kristina Cubbage	10/16/2019	Infant	<input type="text" value="Infant"/>	<input checked="" type="checkbox"/> Active <input type="checkbox"/> Inactive <input type="checkbox"/> Pending <input type="checkbox"/> Incomplete
Carter Hoffman	Beth Hoffman	09/23/2019	Infant	<input type="text" value="Infant"/>	

Save