

This document is intended to assist ADLC's partner affiliation staff with understanding the 60-Day Non-starter Automatic Withdrawal process for elementary and junior high Student Instruction (SI) courses in ADLC's Student Information System (SIS).

To allow our teachers to focus on the students who are *active* in each course, there is an automatic withdrawal process for elementary and junior high students who do not have grades in ADLC SIS **60 days** after their start date. *High school SI courses have a [40-day Non-starter policy](#).*

### SIS checks daily for Student Instruction (SI) students 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 *Note: Lessons submitted in Moodle would not prevent the student from being withdrawn.*
- Enrollment start date of 30 days or 60 days prior to current date

### Locating the Projected Non-Starter Drop Date

To locate the date the student is scheduled to be withdrawn, find the student's profile. In the *Enrollments* section in the menu on the left-side of the screen, select **Current Enrollments**. Scroll to the right and see the date listed in the *Projected Non-Starter Drop Date* column.

Current Exp. Date	Grade	Assignments	Last Activity	Last Comm Date	Weeks	Teacher	School	Course Code	Lesson Labels	Projected Stall Drop Date	Projected Non-Starter Drop Date	Delivery Method
2020-08-16		0 of 37			52	Montgomery, Karla	ADLC	SCN3796	<a href="#">Print</a>		2020-08-01	ONLINE

### 30-Day Notice

If it has been *30 days* from the student's start date (see below for instructions on how to locate start date), then the student; guardian; coach; the affiliation's distance education (DE) contact person; and the ADLC teacher will receive an email providing notice that the student will be withdrawn in 30 days.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the student's start date (see below for instructions on how to locate the start date), the student's enrollment will be withdrawn. An email will be sent to the student; guardian; the affiliation's DE contact; and the ADLC teacher acknowledging the withdrawal. Withdrawn students will have the option to register in courses again in the next semester, pending availability.

**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- The student will be withdrawn from their course.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* (*Enrollments* section in menu on the left side), it will indicate **Non-starter Drop** in red font.



In the *Student Log* (in the *Historic Data* section in the menu on the left side), it will show an enrollment update for the withdrawn course status from *ACTIVE* to *WITHDRAWN\_WITHOUT\_FUNDING*. The *User* field will be blank as this was done automatically.

Date	User	Description
2019-11-20 09:19		Manually created
2019-11-20 09:25		Student enrolled in Section German Language and Culture 10-3Y [5 cr] - OL (2020) - Any - 165921 [165921]
2020-01-21 07:00		Updated enrollment in section German Language and Culture 10-3Y [5 cr] - OL (2020) - Any - 165921 [165921], 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 profile:

*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
German Language and Culture 10-3Y [5 cr] - OL (2020) - Any - 165921 [165921]		MOODLE			2019-11-22		0 of 28

*Current Enrollments: Start field*

Section	LMS	Marker	Original Marker on Vacation	Affiliation	Start	End	Entry	Current Exp. Date	Grade	Assignments	Last Activity	Last Comm Date	Weeks	Teacher	School	Course Code	Lesson Labels	Projected Stall Drop Date	Delivery Method
German Language and Culture 10-3Y [5 cr] - OL (2020) - Any - 165921 [165921]	MOODLE		No		2019-11-22	2020-06-15	2019-11-20	2020-06-26		0 of 28			52		ADLC	GER1315	<a href="#">Print</a>		ONLINE

*Enrollment History: Start field*

Affiliation	Section	LMS	Marker	Start	End	Entry	Exit	Status	# of Days in Course	Withdrawal Reason	Grade	Assignments
	German Language and Culture 10-3Y [5 cr] - OL (2020) - Any - 165921 [165921]	MOODLE		2019-11-22	2020-06-15	2019-11-20		ACTIVE	63	Non-starter drop		0 of 28

### **Which students are NOT affected by the 60-Day Non-starter Policy?**

- Unfunded students (i.e. federally funded students, out of province students etc. 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 a marked submission(s) but have since paused/stalled
- Students who are enrolled in a section that has no gradables

### **Questions?**

Give us a call at 1-866-774-5333, ext. 5378 or email [info@adlc.ca](mailto:info@adlc.ca)