

# Manually Dropping a Student from a Course

To manually drop a student from a course, follow these steps:

## Login to PowerSchool

1. [Dallasisd.PowerSchool.com/admin](https://Dallasisd.PowerSchool.com/admin) ; Login with your EAD username and password.
2. After logging in verify you are on the correct **Term** (school year/ semester).



3. From the **Start Page** search for a student by Student ID Number.
  - a. Student ID Number – opens straight into the students record
4. After Clicking on the Magnifying Glass or clicking Enter to open the student's page. On the left-hand side scroll down to the **Scheduling** section and click on **Modify Schedule**.

5. From the **Modify Schedule** screen, you are on the **Enrollments** Tab. Scroll down to the **Enrollments** section.