# AIG Enrollment/Updates/Withdrawals

This document will assist PowerSchool users in initiating the AIG process for students, modifying existing records and entering withdrawal records when a student is withdrawn from the AIG Program.

PowerSchool is the authoritative source for demographic and AIG information.

Navigation: Query for Student or students > Information > AIG Program

Adding an AIG Enrollment

A new AIG enrollment record must be added when a student is first identified for the AIG Program.
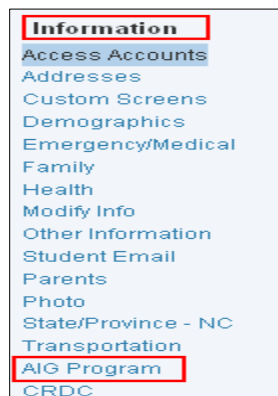
1. After navigating to the AIG Program screen for the desired student, click the **Add** button.

2. Complete fields as follows:

    a. `School Name` = Auto populates with the current school of enrollment.

    b. `Program Services Start Date` = Use the calendar widget or type the date the new program service started.

    c. `AIG Identification` = Select the appropriate AIG Identification from the drop-down.

3. Click `Cancel` to continue with saving or click `Submit` to save the new record.

Modifying/Updating an existing AIG Enrollment

Once a student has one or more AIG Identification records, these will display on the `AIG Program` page.

The student's `Current School` of enrollment displays at the top left of the page. If the student was placed in an AIG program at a previous school, the school name listed in the record reflects the school that created the record in the `School Name` field.

There are two ways of updating a record – `Undo` and `Modify`.

Undo

If the current record was entered within the last 30 days at the school listed in the **School Name**, the **Undo** button displays.

1. Click **Update**.

2. Click **Undo** to delete the record.

3. The user will be prompted to confirm the **Undo**.
   a. Click **Cancel** to leave the data unchanged.
   b. Click **Undo** to delete the record.

4. Click **Submit** to complete the transaction.

Modify

Follow the steps below to update the AIG Identification of the student.

1. Click **Update**.

2. Click **Modify**.

3. A new line displays with the current school name populated. Complete the following:
   a. Enter the new **Program Services Start Date** which is required and must be later than the current **Program Services Start Date**.

  b. Enter the `AIG Identification` which is required and must be different from the current `AIG Identification`.

Current School: Apple Grove High School						
School Name	**Program Services Start Date**		**AIG Identification**	**Withdrawal Date**	**Withdrawal Code**	**Undo**
Apple Grove High School	☐ (MM/DD/YYYY)	*	▾ *			
Oak Middle School	09/21/2012		Academically Gifted Math Only			

<div align="right">Cancel Submit</div>

 4. Click **Cancel** to return to the AIG home page without saving any changes or click **Submit** to save the changes.

 5. The message that the changes have been recorded will display. Click Back to return to the AIG home page.

Changes Recorded

✔   The changes have been recorded.

<div align="right">Back</div>

Withdrawing a Student from the AIG Program

Follow the steps below to enter a withdrawal record from the AIG Program for the student.

Warning: A Withdrawal cannot be undone. To add a student that has been withdrawn back to the AIG Program, the student record needs to be modified by clicking "**Modify**" to add the AIG Program again for a particular student.

The student can be added back on the same date as the withdrawal date or after.

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1. Click **Update**.

Current School: Apple Grove High School					
Update					
School Name	**Program Services Start Date**	**AIG Identification**	**Withdrawal Date**	**Withdrawal Code**	**Undo**
Apple Grove Middle School	03/06/2009	Academically Gifted Math Only			

2. Click **Withdraw**.

Current School: Apple Grove High School					
Modify Withdraw Cancel					
School Name	**Program Services Start Date**	**AIG Identification**	**Withdrawal Date**	**Withdrawal Code**	**Undo**
Oak Middle School	3/13/2012	Academically Gifted (Reading and Math)			▬

3. Enter the following.
   a. **Withdrawal Date** = enter the withdrawal date for the student.
   b. **Withdrawal Code** = select the appropriate code from the drop-down.

Current School: Apple Grove High School					
School Name	**Program Services Start Date**	**AIG Identification**	**Withdrawal Date**	**Withdrawal Code**	**Undo**
Oak Middle School	3/13/2012	Academically Gifted (Reading and Math)	▦ MM/DD/YYYY	▾	
				Cancel Submit	

4. Click **Submit** to save the changes or **Cancel** to continue without saving.