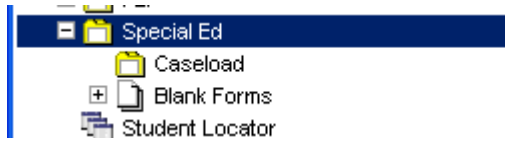


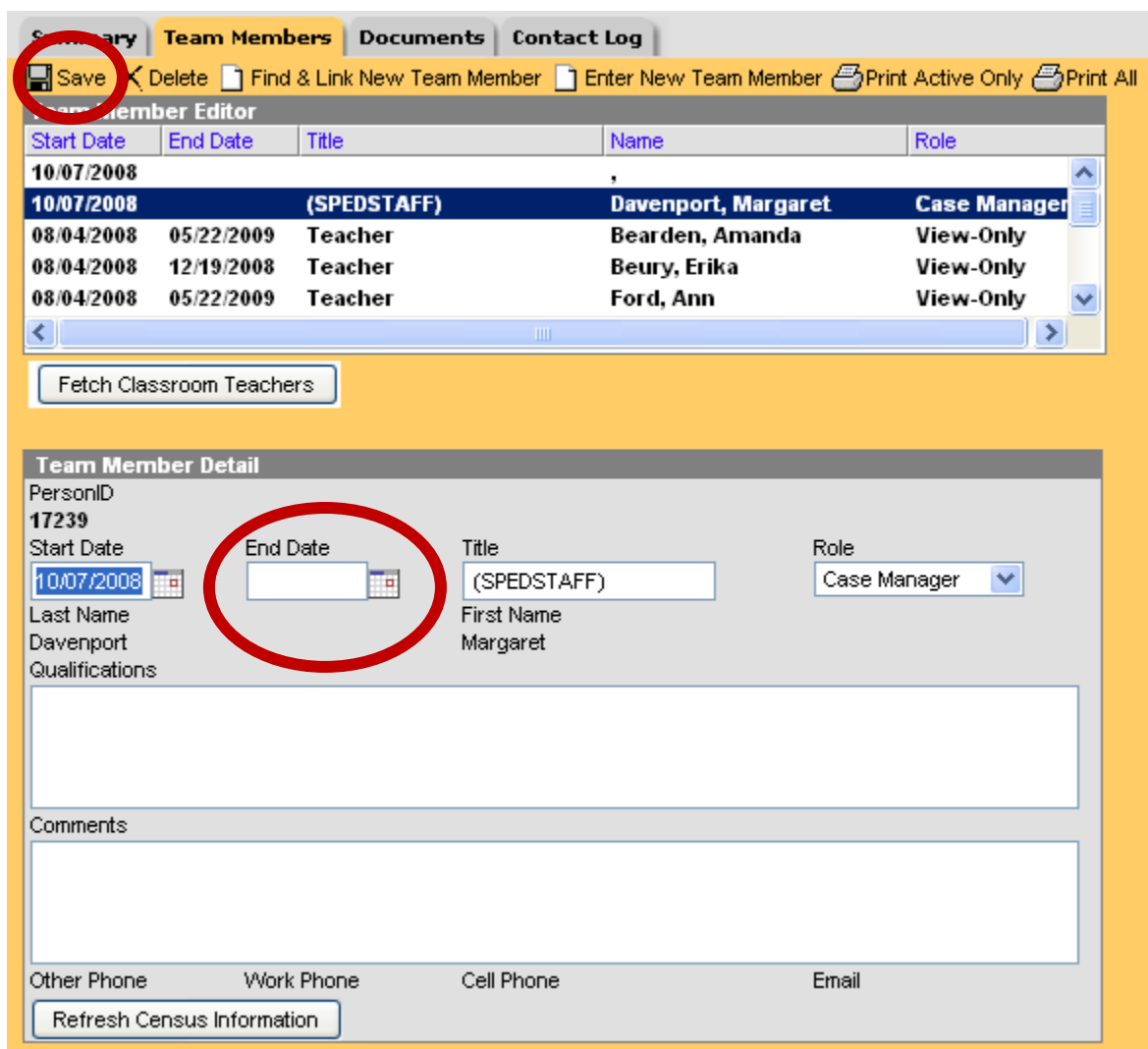
How to Remove a Team Member

Click on Special Education and search for the student.



Select the Team Members tab.

Select the team member who is no longer active.



The screenshot shows the 'Team Member Editor' interface. At the top, there are tabs for 'Summary', 'Team Members', 'Documents', and 'Contact Log'. Below the tabs is a toolbar with buttons for 'Save', 'Delete', 'Find & Link New Team Member', 'Enter New Team Member', 'Print Active Only', and 'Print All'. The 'Save' button is circled in red. Below the toolbar is a table with columns for 'Start Date', 'End Date', 'Title', 'Name', and 'Role'. The table contains four rows of team member data. The second row, for Margaret Davenport, is highlighted in blue. Below the table is a 'Fetch Classroom Teachers' button. At the bottom is the 'Team Member Detail' section, which includes fields for 'PersonID', 'Start Date', 'End Date', 'Title', 'Role', 'Last Name', 'First Name', 'Qualifications', and 'Comments'. The 'End Date' field is circled in red. At the very bottom, there are fields for 'Other Phone', 'Work Phone', 'Cell Phone', and 'Email', along with a 'Refresh Census Information' button.

Start Date	End Date	Title	Name	Role
10/07/2008				
10/07/2008		(SPEDSTAFF)	Davenport, Margaret	Case Manager
08/04/2008	05/22/2009	Teacher	Bearden, Amanda	View-Only
08/04/2008	12/19/2008	Teacher	Beury, Erika	View-Only
08/04/2008	05/22/2009	Teacher	Ford, Ann	View-Only

Team Member Detail

PersonID: 17239

Start Date: 10/07/2008

End Date: [Empty]

Title: (SPEDSTAFF)

Role: Case Manager

Last Name: Davenport

First Name: Margaret

Qualifications: [Empty]

Comments: [Empty]

Other Phone: [Empty] Work Phone: [Empty] Cell Phone: [Empty] Email: [Empty]

Refresh Census Information

Give them an END DATE and click SAVE.