## Withdraw a Participant

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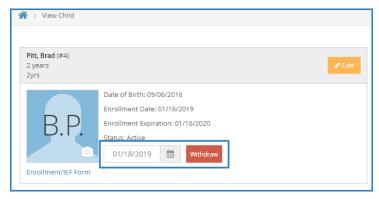
When a participant leaves your care, withdraw them. You can re-enroll them at any time.

**Required Permissions:** All users can view enrolled participants. However, you must have the **Child Details** and **Child Enrollment** permissions enabled on your account to view participant details and withdraw participants.

1. From the menu to the left, click **Participants**. A list of participants displays.

**Note**: According to your display settings, this option may be something different, such as Kids. For more information, see **Set Display Settings**.

- 2. Click Filters in the top-right corner and ensure you are viewing Active participants.
- 3. Click the participant to withdraw.
- 4. On the View Participant page, click Withdraw.
- 5. Set the withdrawal date. This defaults to today's date.



6. Click Withdraw.