

Phoenix Gold – Reasons for Leaving

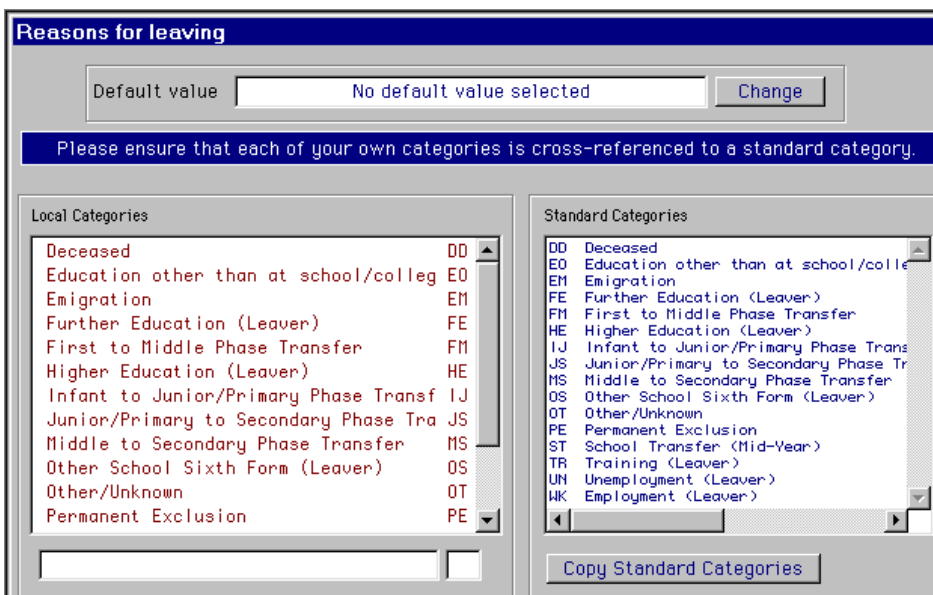
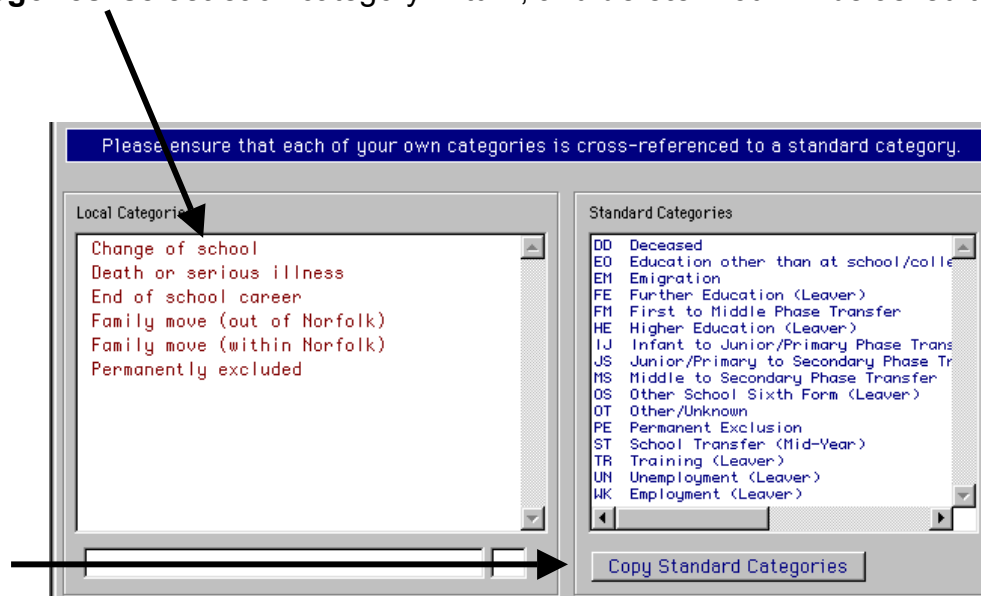
All Leaving Pupils are now required to have valid DfES Reasons for Leaving category.

To avoid possible problems when archiving and exporting files please follow these guidance notes.

Pupil Records > Lookup Tables>Reasons for Leaving

Under ‘**Local Categories**’ select each category in turn, and **delete**. You will be asked to confirm deletion.

Now click on ‘**Copy Standard Categories**’.



To make the Local Categories list more appropriate to your type of school **Select**, and **Delete**, those options that are not necessary.

However, you may add to the Local Categories list if you wish, using your own description. If so, you must cross reference to a DfES Standard Category by selecting the appropriate option from this list.