Virginia Specialty Dockets Database: Recording Program Exits

To be used any time a participant exits the program, *regardless of the nature of the exit* (i.e., graduation, termination, withdrawal).

This is the *required* method of recording program exits – do not use Current Status to update program exits.

1. Access the database and navigate to the case record of the exiting participant.
2. Click **Actions** and then **Termination** – this will create a box asking if you are sure you want to “run the action.” Click **Run Action**.

3. Enter the best choice for **Reason for Termination** and enter the **Exit Date** – click **Submit**.
4. Note: Once completed, this action cannot be re-done or undone.