Instructions for Withdrawing

STAC Approvals

DSRWD (Screen Name)

This screen is to be used by School Districts and Counties for online withdrawals of STAC approvals (full service or partial service). Listed below are the step-by-step instructions.

Go to the DSRWD screen.
➢ Enter the STAC ID and the first three letters of the student’s last name
➢ Select school year
➢ Click Inquire

The student’s full name will be displayed for you to verify, and Change will be inserted in the MODE field at the top right-hand corner of the screen. The list of approvals for the student for a selected year will be displayed on the bottom half of the screen. Previously withdrawn approvals will not appear on the list.
To withdraw a service reimbursement approval record:

- Enter the record number from the list of approvals
- Click on the “Withdraw” button

The withdrawn service approval will be removed from the list at the bottom of the screen.

If the transaction is successful, you will receive the message “Record Successfully Withdrawn.”

For **Preschool ONLY:**

To withdraw a **partial service** (for SEIT/Related services records only):

- Enter the record number from the list of approvals
- For partial service withdrawals, click on “Partial Service”
- Select the appropriate service type, i.e, Physical Therapy, Speech Therapy from the drop-down

(Note: To withdraw the SEIT portion of a SEIT/Related service records, select “Education.”
The withdrawn partial service approval will be removed from the list at the bottom of the screen.

If the transaction is successful, you will receive the message “Record Successfully Withdrawn.”