

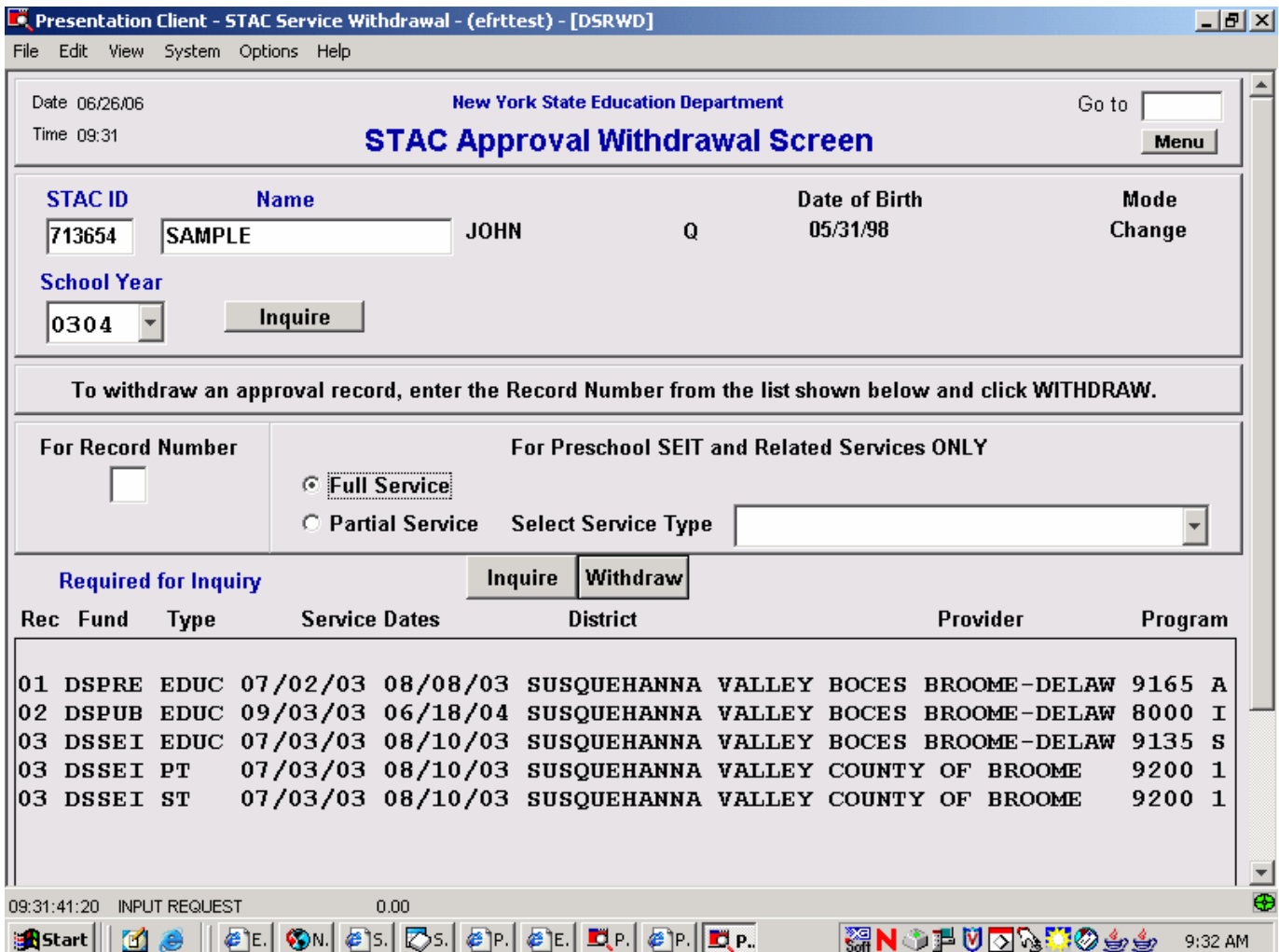
**Instructions for Withdrawing
STAC Approvals
DSRWD (Screen Name)**

**DSRWD
06/06**

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 Previously withdrawn approvals will **not** appear on the list.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The withdrawn service approval will be removed from the list at the bottom of the screen.

If the transaction is successful, you will receive the message **“Record Successfully Withdrawn.”**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The withdrawn partial service approval will be removed from the list at the bottom of the screen.

If the transaction is successful, you will receive the message **“Record Successfully Withdrawn.”**