Filling in the Temporary Withdrawal Report on PTP
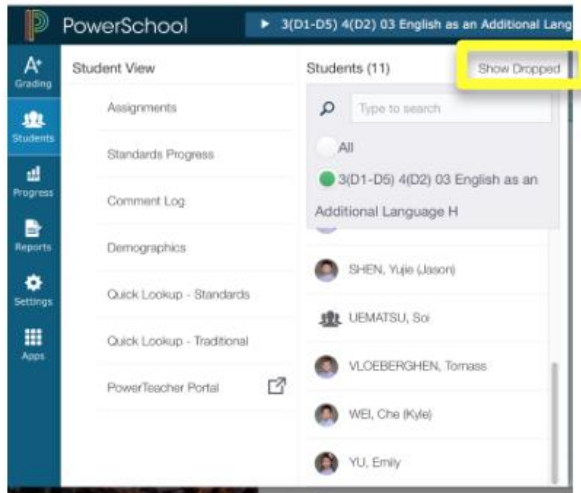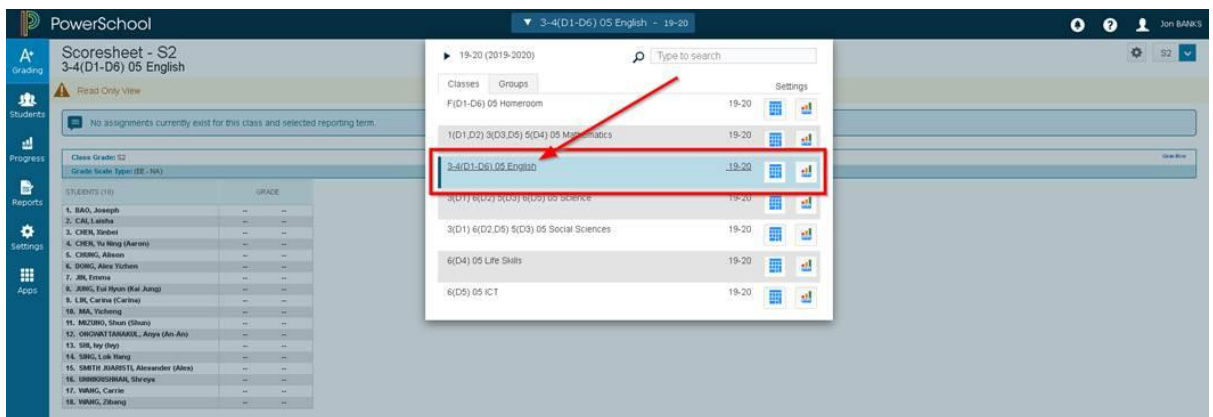
Log in PowerTeacher Pro

Any student who has temporarily withdrawn will be under "Dropped Students"
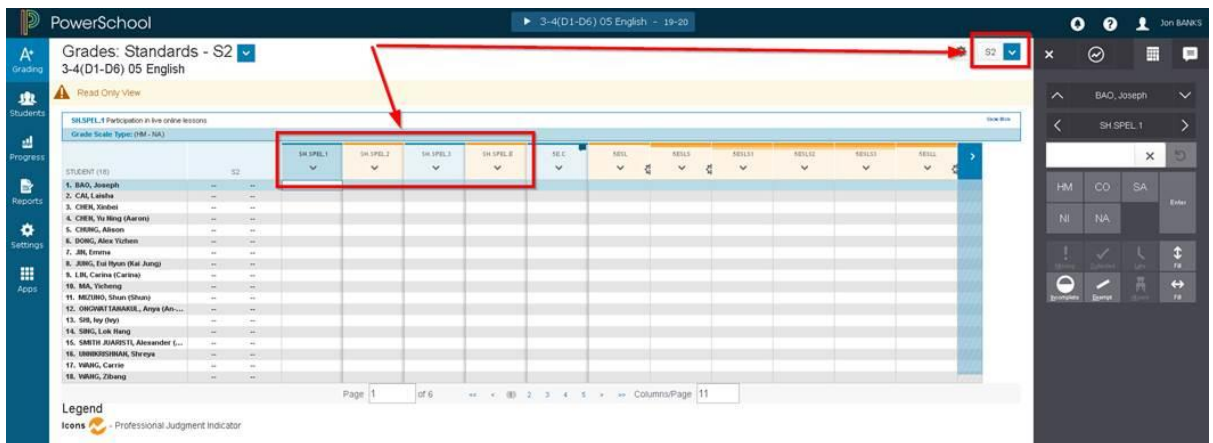

Select the corresponding section in PT Pro (like 05 English for English and 05 Mathematics for Mathematics)

Click Grading on the left navigation bar and click Standards to edit the standard grades
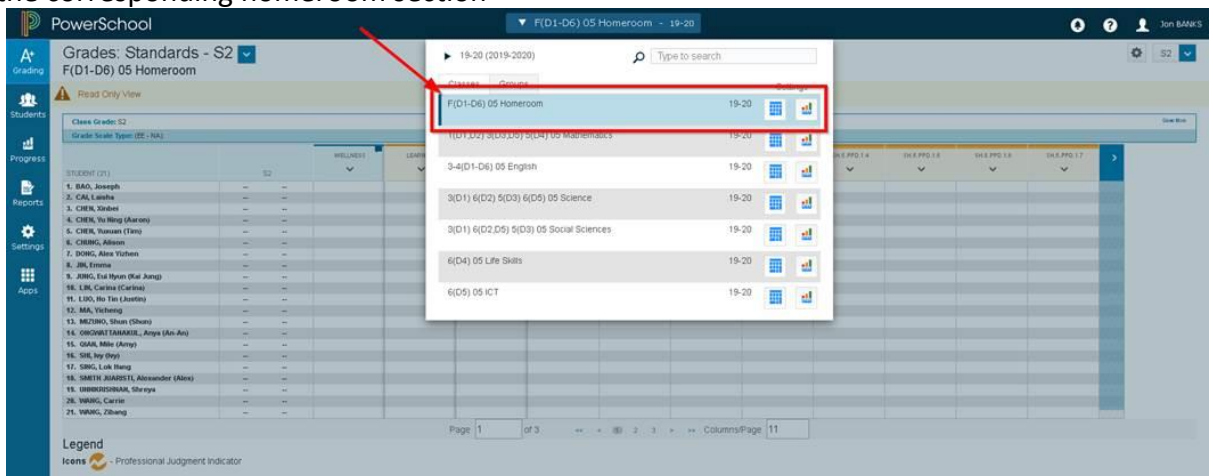
Select S2 as the term and enter grades for SH.SPEL.xx (those shown in the red box)

Click Save to submit

For the generic comment (for homeroom teachers)

Select the corresponding homeroom section

Click Grading on the left navigation bar and click Standards to edit the standard grades

Search for the standard SH.SPEL.C

Select S2 as the term and enter comments to SH.SPEL.C

Click Save to submit