No Show Enrollment Procedures

Please note that the window school sites have to identify No Shows has always been 3 days, but due to the Labor Day holiday the District is extending the 2016-17 school year window to 4 days.

The following are instructions on how to resolve No Show scenarios during the **first 4 days of school**.

- Scenario 1: The student has unexcused absence (no positive attendance) entered for their attendance for all the first 4 days of school, and has not been claimed by another school in SCUSD. On the student's enrollment tab please do the following.
  1. Check the No Show check box
  2. Enter the End Date. This will be the same date as their enrollment Start Date
  3. Enter the End Status N470
  4. Click Save

- Scenario 2: Before school starts or during the first 4 days of school, you are notified by another SCUSD school that a student at your school site with unexcused absences (no positive attendance) wants to enroll the student with a start date within the first 4 days. On the student's enrollment tab please do the following.
  1. Delete the enrollment that had been rolled forward (or pre-enrolled)
  2. If the student's previous year's end status is E155, update the end status to T160.

- Scenario 3: After the first 4 days of school the student that you no showed using scenario 1 shows up to attend your school. On the student's enrollment tab please do the following.
  1. <u>Do not delete or update</u> the student's No Show End Status record
  2. Create a new enrollment for the student
     - Start date should be the date the student started having positive attendance
     - Enter Start Type as 01
  3. If the student's previous year's end status is E155, update the end status to T160.
  4. Optional: Restoring the student's schedule. (See and follow the below steps).

Instructions for Restoring a student's schedule	Screenshot
1. Go to the student's "Schedule" tab. 2. Click on the "Walk-in scheduler". 3. Fill in the "Effective Date" with the new enrollment's Start Date 4. Click "Restore" • Confirm the student's schedule will be restored by clicking "OK"	

If you have any questions, please contact Tech Services Help Desk at 643-9445 or by email: support@scusd.edu