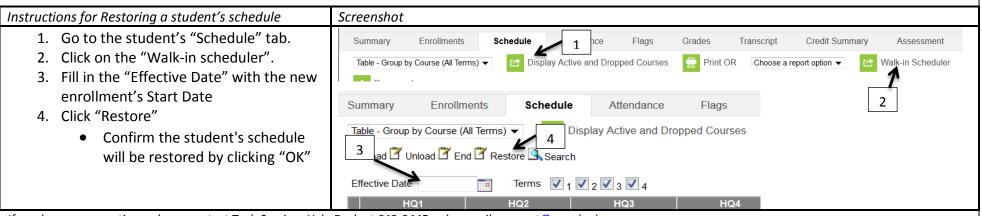
Secrements City Exilied School Discrict

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. Do not delete or update 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).



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

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