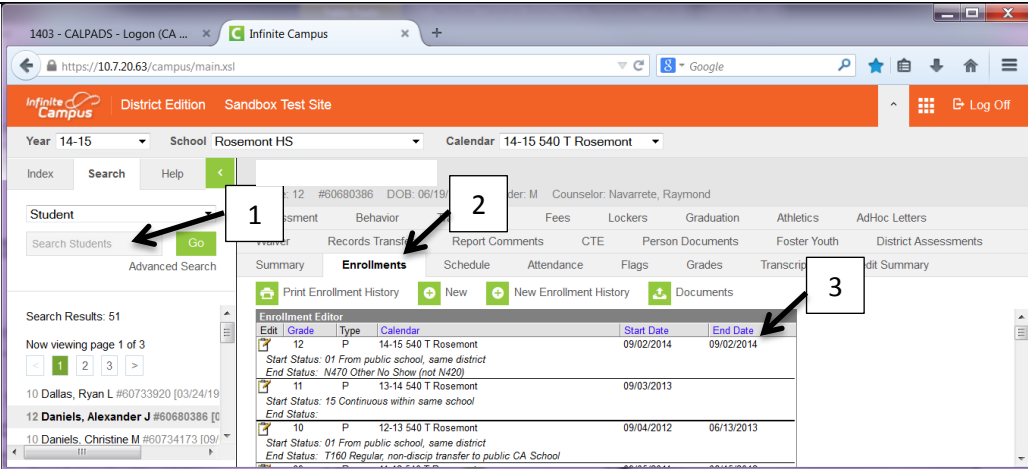


Question asked by a school site:

The student is marked as a no-show after day 3 of the school year. The same student ends up coming on day 5. Is there a way in which to restore the student's schedule previously set after removing the end date, end status, and unchecking, if checked, the no-show box?

Directions: *The following directions have been tested in Sandbox and verified with a school site that these procedures work as instructed by Infinite Campus.* Follow the steps below to restore a student's schedule.

If you have any questions, please contact Joanne Corby in ARE at 643-9420 or by email: joanneco@scusd.edu.

Instructions	Screenshots
<ol style="list-style-type: none"> 1. Log onto Infinite Campus and find the student that was no showed on the 3rd day and comes back on the 5th day. 2. Select: "Enrollments" tab. 3. Double click on the enrollment record. 	

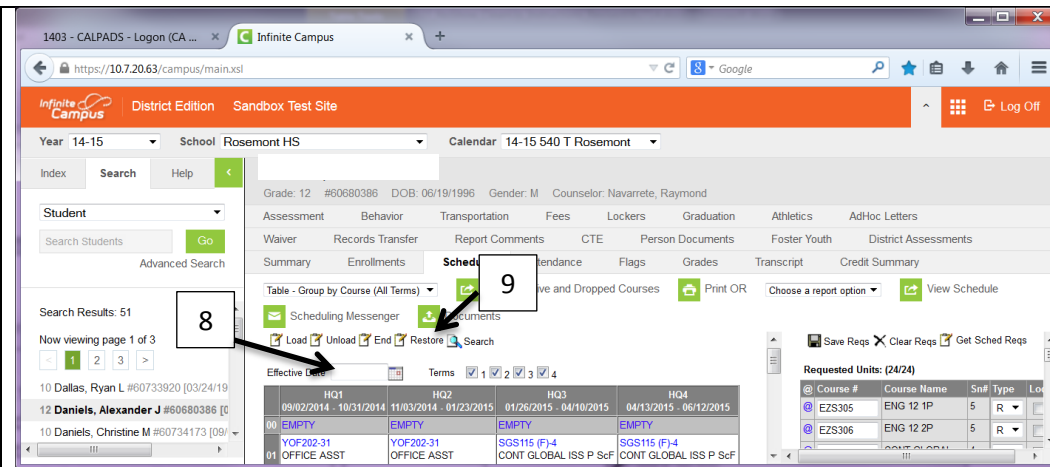
4. Clear out the End Date, End Status and if the No Show box is check, uncheck it.
5. Click "Save"

This screenshot shows the 'Enrollment Editor' window in Infinite Campus. A box labeled '5' highlights the 'Save' button. Another box labeled '4' points to the 'End Date', 'End Status', and 'No Show' fields in the 'General Enrollment Information' section.

6. Select: "Schedule" tab.
7. Click on the "Walk-in scheduler".

This screenshot shows the 'Schedule' tab in Infinite Campus. A box labeled '6' highlights the 'Schedule' tab in the navigation menu. A box labeled '7' highlights the 'Walk-in Scheduler' button in the top right corner of the main content area.

8. Fill in the "Effective Date"
9. Click "Restore"
 - Confirm The student's schedule will be restored by clicking "OK"



The screenshot shows the Infinite Campus interface for a student's schedule. The 'Restore' button is highlighted with a red box and labeled '9'. The 'Effective Date' field is highlighted with a red box and labeled '8'. The interface also shows a table of requested units for the student.

Effective Date	Terms	1	2	3	4
09/02/2014 - 10/31/2014	HQ1	00	EMPTY	EMPTY	EMPTY
11/03/2014 - 01/23/2015	HQ2	00	EMPTY	EMPTY	EMPTY
01/26/2015 - 04/10/2015	HQ3	01	YOF202-31 OFFICE ASST	SGS115 (F)-4	CONT GLOBAL ISS P ScF
04/13/2015 - 06/12/2015	HQ4	01	YOF202-31 OFFICE ASST	SGS115 (F)-4	CONT GLOBAL ISS P ScF