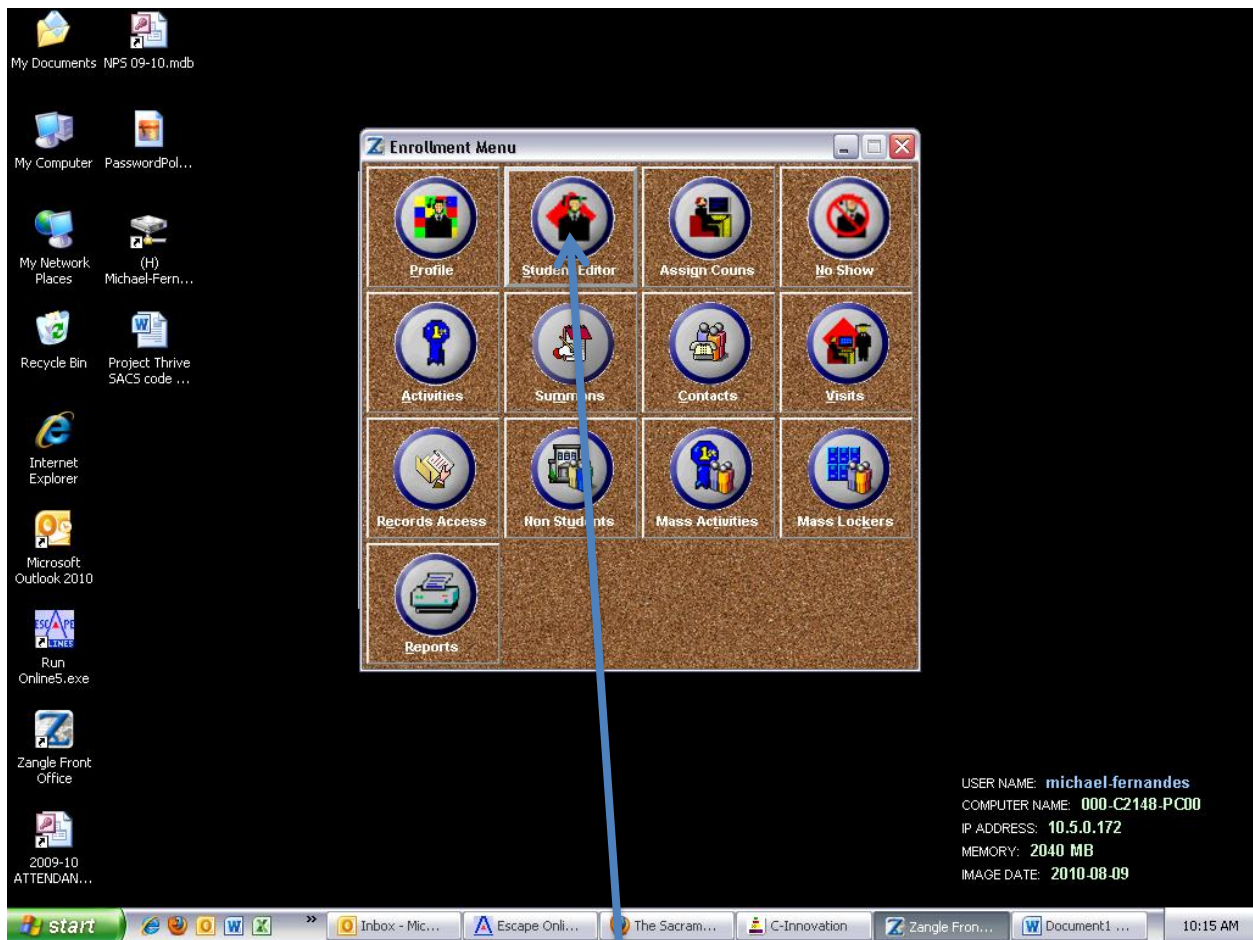# No Show Procedure

Steps for "no show" students.

1. When it is determined that a student will not be returning to your school site (no show), the student must be withdrawn and the exit date (end of the prior school year) entered in Zangle FrontOffice. To begin this procedure, click "Enrollment" in Zangle FrontOffice.
2. In the Enrollment Menu, select "Student Editor".
3. In the "General" tab, click the "Status" button at the bottom of the page.
4. A Student Status/Program Change screen will appear for the specific student. This is where you will withdraw the student. Click the "Withdraw" button at the bottom left. Make sure the exit date at the top of the field matches the enter date (9/3/12 or 9/4/12). Enter the Exit Code from the drop down box. If unknown, choose "Left, No Known Enrollment". The next field is where you will enter the school the student will attend, if known. Click "Save" at the bottom right when finished.
5. You will now be back to your original view. High-light the top record under the General tab. Click the "Edit" button, then double-click the high-lighted record.
6. A new screen will open. Click the "Delete" button at the bottom of the screen. A message will appear: "Do You Want to Delete Record?" Click "Yes".
7. You will again be back to your original view. Choose the "Enrollment" tab, and then click the "Edit" button at the bottom of the screen.
8. A new screen will appear. It is here that you will change the exit date. In the right half of the screen under "Exit", change the date to 6/13/12 (the last day of the prior school year). Click "Save".
9. Any additional information can be entered under the "Other" tab in the area under "School Notes".
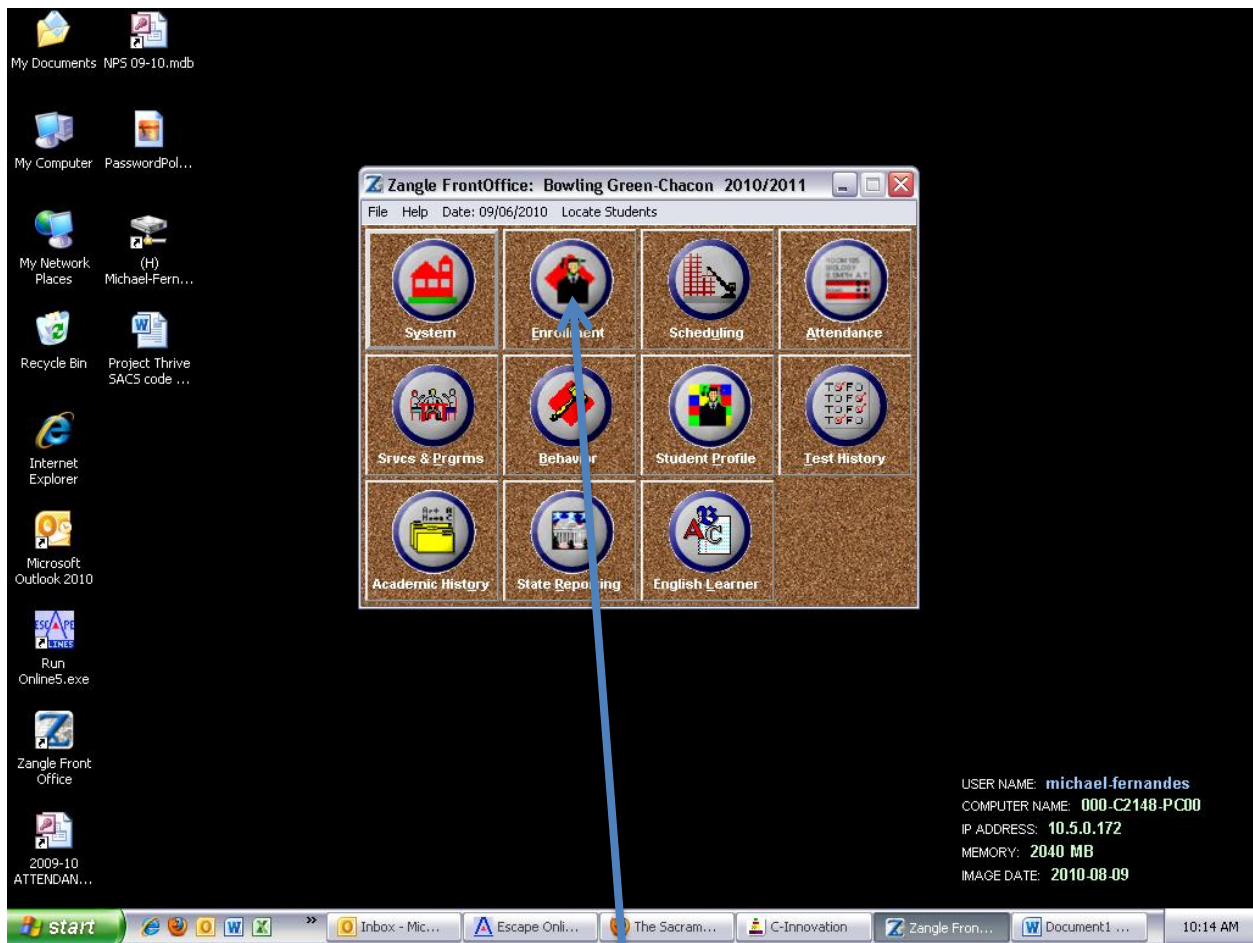
Select
"Enrollment"

Select

"Student Editor"

On "General" tab, click "Status" button at bottom of page.

Student Editor - Bowling Green-Chacon

File   Help   Date: 09/06/2010

Student Status/Program Change

Acosta, Juan M

Close Current Status Record

Exit Date   09/06/2010

Exit Code   Left, No Known Enrollment

To School   Abraham Lincoln Elementary

Create New Status Record

Track

Status

Entry Date   / /

Entry Code

Grade

Teacher/Advisor

Withdraw   Chg Enroll   Cancel   Save

USER NAME: michael-fernandes
COMPUTER NAME: 000-C2148-PC00
IP ADDRESS: 10.5.0.172
MEMORY: 2040 MB
IMAGE DATE: 2010-08-09
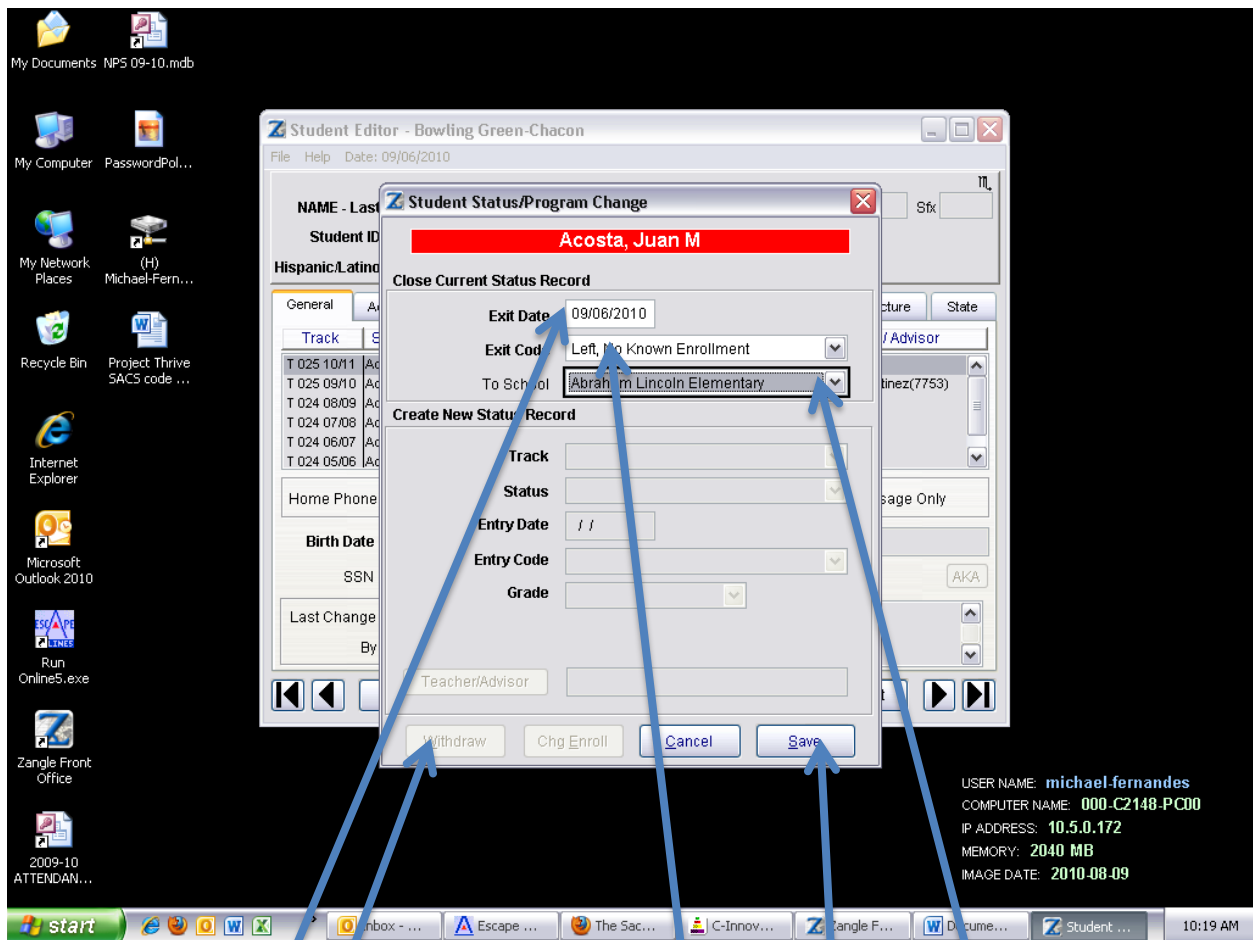
Click "Withdraw" at bottom of page. Make sure exit date is 9/3/2012 – one day before school starts.

Enter Exit Code, if known. Otherwise, choose "Left, No Known Enrollment".   Enter school student will attend, if known. Click "Save".

High-light top record. Click "Edit" button. Then double-click high-lighted record.

A new window will open

(See next page)
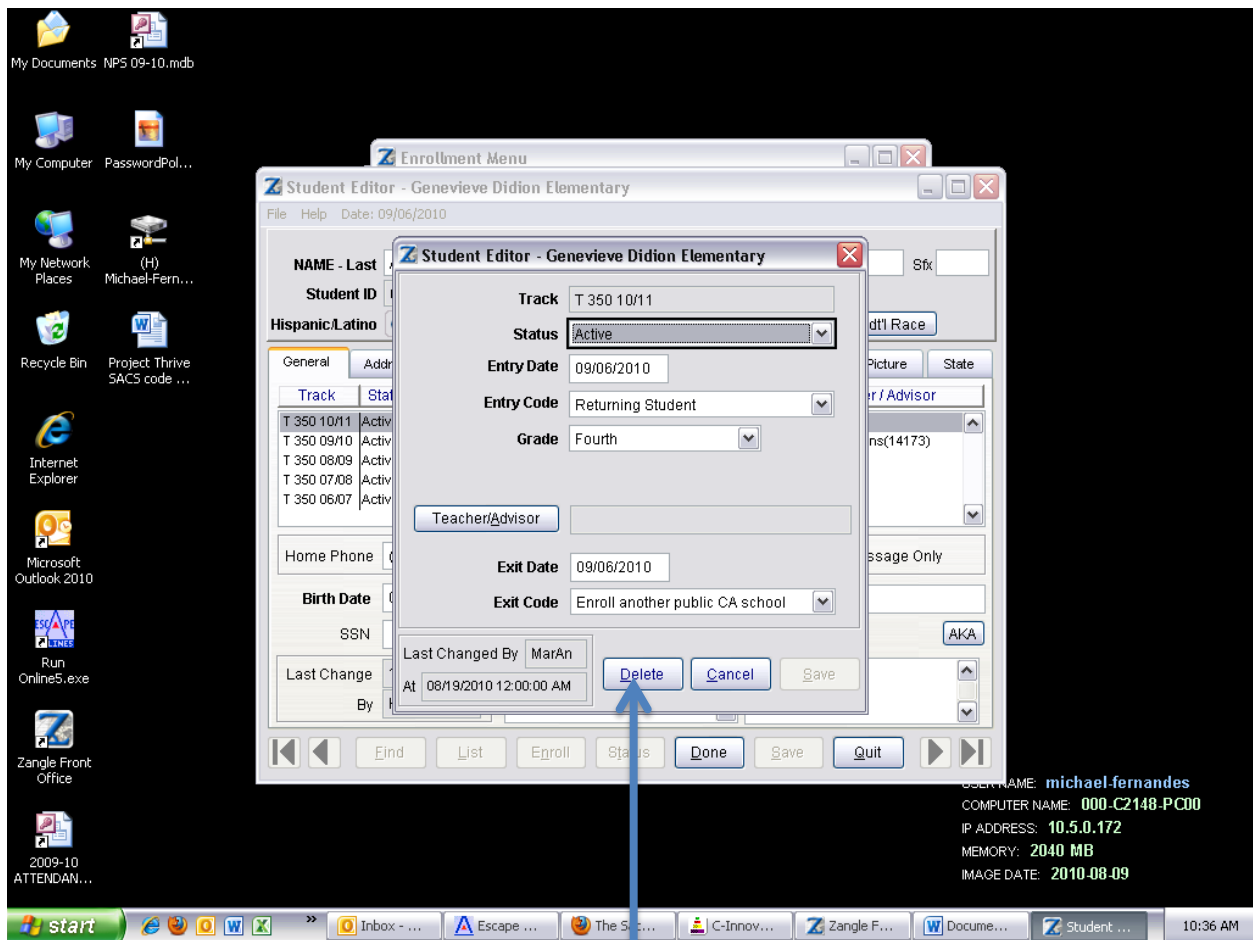
Click "Delete"

The following message will then appear:

"Do You Want to Delete Record?"

Click "Yes"

Student Editor – A M Winn Elementary

File   Help   Date: 06/18/2010

NAME - Last **Abdul**   First **Narges**   Middle **Mariam**   Sfx

Student ID **60778832**   Gender **Female**

Hispanic/Latino ○ Yes ● No   Primary Race **Asian Indian**   **Addt'l Race**

| General | Addresses | Misc. | Other | Contacts | Boundary | Enrollment | Picture | State |

Track	Status	Entry Date / Code	Exit Date / Code	Grd	Teacher / Advisor
T 010 10/11	Active	09/06/2010 Returning Stude		02	Linda Woodfork(411)
T 010 09/10	Active	09/10/2009 Track Change	06/18/2010 End of Yr	01	Lysette Lemay(24053)
T 010 08/09	Active	09/01/2008 First School Thi	06/13/2009 End of Yr	00	

Home Phone **(916) 366-1745**   Type **<Unset>**   ☐ Unlisted   ☑ Message Only

Birth Date **08/03/2003**   7 Years 0 Months old   Nickname

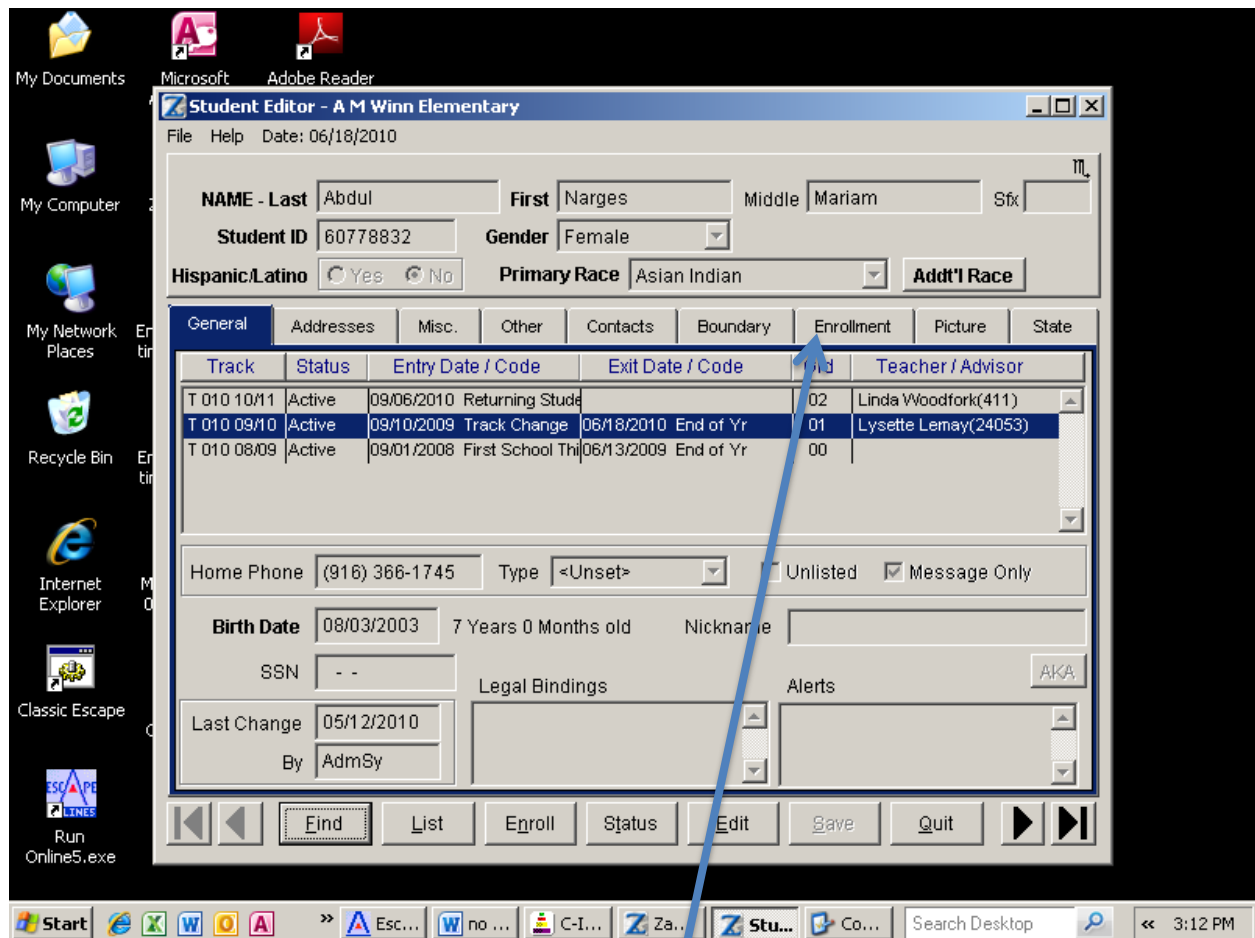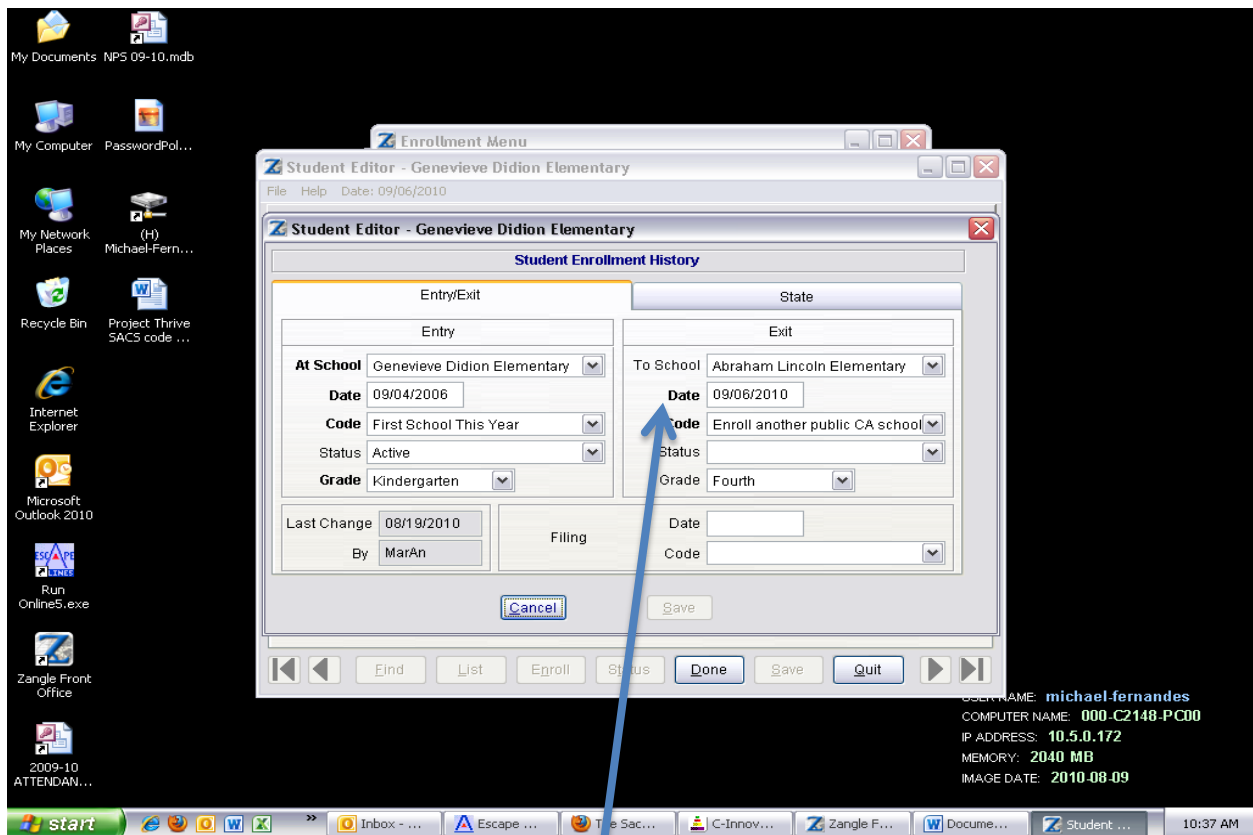SSN - -   Legal Bindings   Alerts   AKA

Last Change **05/12/2010**

By **AdmSy**

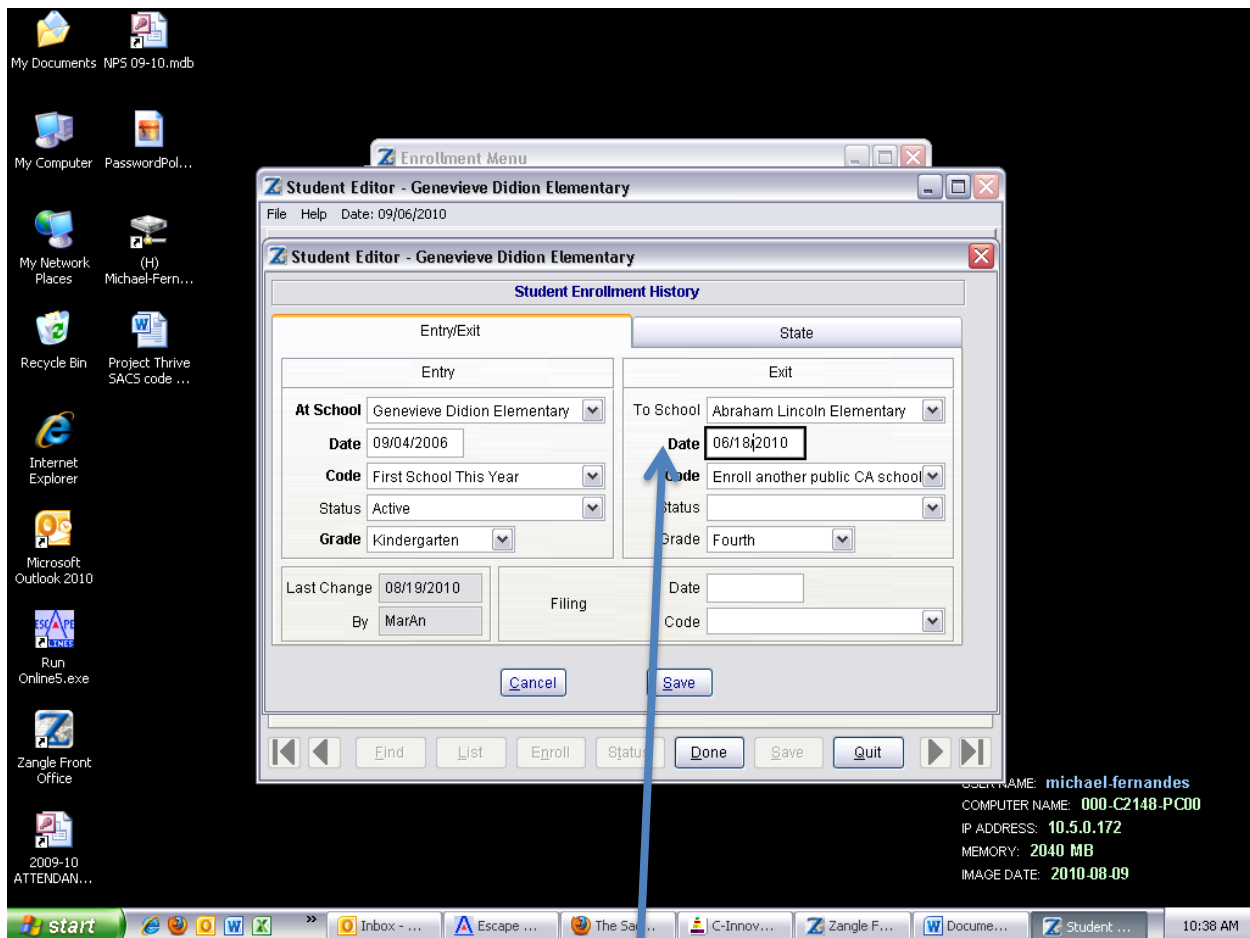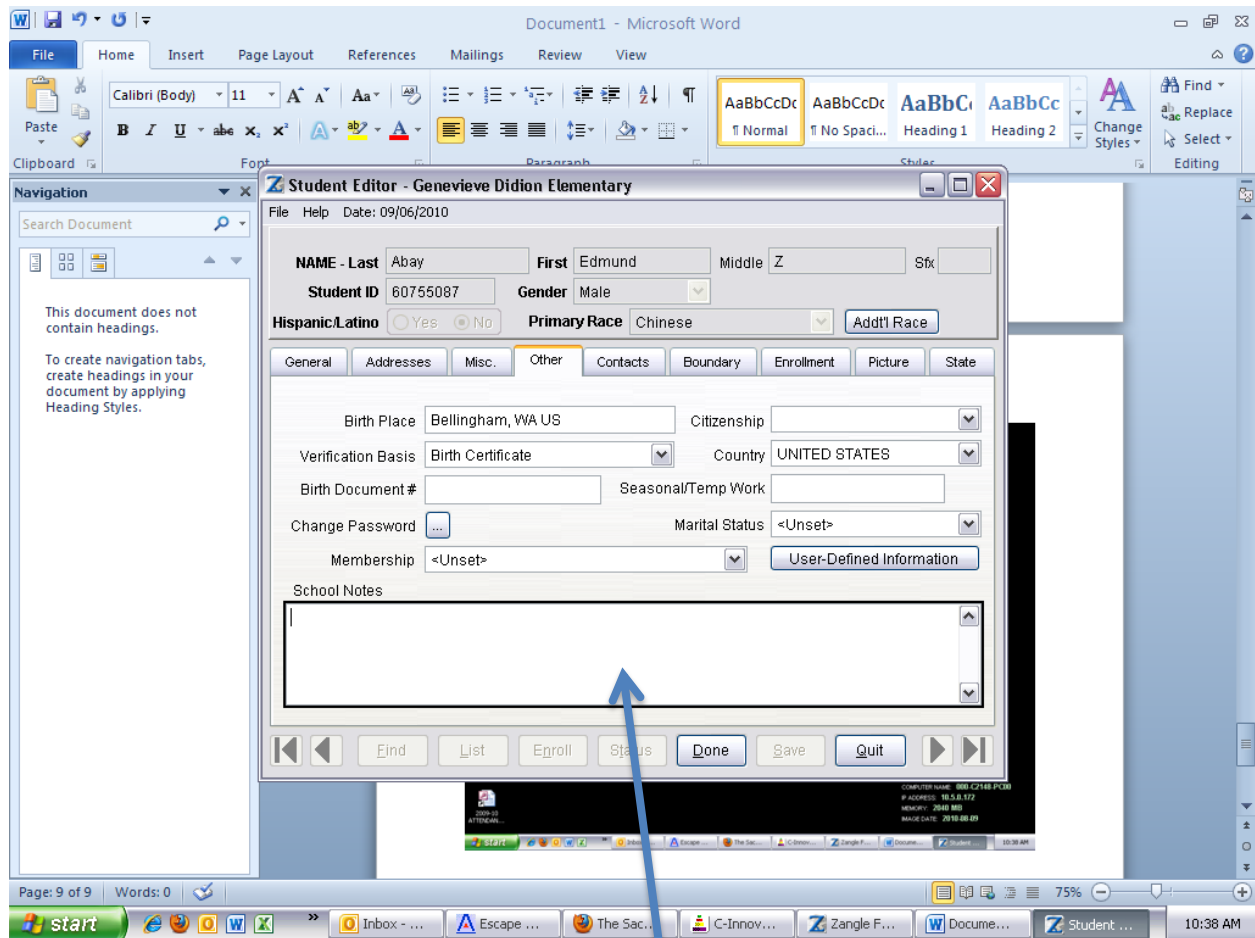|◄ ◄   **Find**   **List**   **Enroll**   **Status**   **Edit**   **Save**   **Quit**   ► ►|

Choose the "Enrollment" Tab

Click "Edit" at bottom to get to this screen.

Change Exit date to 6/13/12, and click "Save".

Enrollment Exit
Date now changed
to reflect end of
prior school year.

Any additional notes can be entered under the "Other" tab, if needed.