

No Show Disenrollment 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 window to 4 days.

California changed its definition of No Shows for students; only under Scenario 1A is a school permitted to use the No Show Checkbox and End Status

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

- **Scenario 1A:** The student was promoted or pre-enrolled as a new student to the school and has **NEVER** physically attended the school, has unexcused absences (no positive attendance) entered for his/her attendance for all first 4 days of school, and has not been claimed by another school in SCUSD or another CA school district . 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

The screenshot shows a web-based enrollment form. At the top, there are fields for '*Start Date' (08/30/2018), 'No Show' (checkbox), and 'End Date'. The 'No Show' checkbox and 'End Date' field are highlighted with red boxes. Below these are fields for '*Start Status' (18: First entry into a US school, not prev in school) and 'Start Comments'. There are sections for 'Future Enrollment' and 'State Reporting Fields'. The 'End Action' and '*Service Type' (P: Primary) are also visible. The 'End Status' dropdown menu is open, showing a list of codes and descriptions. The code 'N470: No Show' is highlighted in yellow at the bottom of the list.

- **Scenario 1B:** The student has unexcused absence (no positive attendance) entered for their attendance for all first 4 days of school, **was enrolled in same school in previous year**, and has not been claimed by another school in SCUSD. On the student's enrollment tab please do the following:
 1. Enter the End Date, which should be the 4th day of school (Not the first day of enrollment)
 2. Enter the End Status E140 (ages 6 - 18) OR E400 (ages 18 and above) and document evidence of attempt to contact on the Contact Log
 3. Click Save
- **Scenario 2:** 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 of the new school year. On the student's enrollment tab, please do the following:
 1. Enter End Date and End Status T161 (**internal code**) based on the date of notification. This will also remove the student from any scheduled courses.
 2. Click Save

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- **Scenario 3:** You are notified by *another CA 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. Enter End Date and End Status (T160) based on the date of notification. This will also remove the student from any scheduled courses. *OPTIONAL:* In the End Comments, add the out of district school name
 2. Click Save

- **Scenario 4:** After the first 4 days of school the student that you no showed using Scenario 1A or 1B 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 previous enrollment 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

1. Go to the student's Schedule tab.
2. Click on the "Walk-in Scheduler" in the lower right corner of the window.
3. In lower left corner, Click the arrow to the left of Load button
4. Select the Restore option
5. A pop up window will appear to add appropriate Start Date to restore the student's schedule
6. Next, click Restore

Screenshot

	T1 (9/3/2020 - 12/4/2020)	T2 (12/7/2020 - 3/19/2021)
ATT	5000-2 HOMEROOM 5 Calvin, C.	5000-2 HOMEROOM 5 Calvin, C.
MATH	5010-2 MATH Calvin, C.	5010-2 MATH Calvin, C.
ELA	5050-2 ENGLISH LANGUAGE ARTS Calvin, C.	5050-2 ENGLISH LANGUAGE ARTS Calvin, C.
SCI	5060-2 SCIENCE Calvin, C.	5060-2 SCIENCE Calvin, C.
SS	5070-2 SOCIAL SCIENCE Calvin, C.	5070-2 SOCIAL SCIENCE Calvin, C.
HEA	5080-2 HEALTH Calvin, C.	5080-2 HEALTH Calvin, C.
	5090-2 VISUAL AND PERFORMING ARTS Calvin, C.	5090-2 VISUAL AND PERFORMING ARTS Calvin, C.

Buttons: Unload, End, Restore, Load, Lock All, Documents, Print

Restore Rosters

The student's schedule will be restored as [redacted]. If these classes exceed capacity, they will be overloaded. Previous constraints for students in the same section will also be restored.

Start Date * Enter appropriate Start Date

Please enter an effective date for recently dropped courses.

[redacted] Today Clear

Cancel Restore

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

Please note: CALPADS requires all students to have a schedule based on their first day of enrollment.