

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 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**.

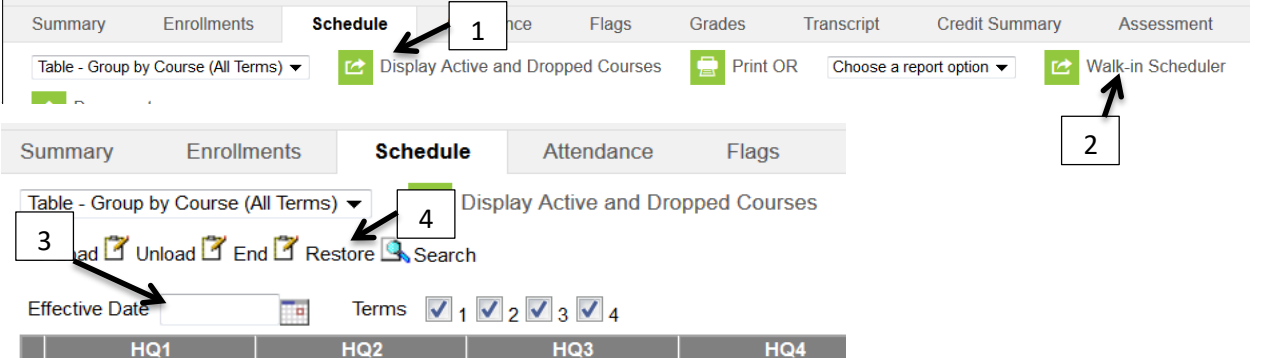
- **Scenario 1A:** The student was promoted or pre-enrolled to the school and has **NEVER** physically attended the school, has unexcused absences (no positive attendance) entered for his/her attendance for all first 4 days of school, and has not been claimed by another school in SCUSD. On the student's 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 system interface. 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 options including 'E170: Secondary Enrollment Exit', 'T160: Regular, non-discip transfer to public CA School', '100: Graduated, HS Diploma', '104: Completed grad req, failed CAHSEE', '106: Graduated, CAHSEE mods & waiver', '108: Graduated, CAHSEE Exempt', '120: Special Ed Certificate of Completion', '250: Adult Ed High School Diploma', '320: Completed GED, no HS diploma', '330: Passed CHSPE, no HS diploma', '360: Complete Gr 12, req not fulfilled, not graduated', '480: Matriculated (highest grade at school completed)', 'E125: Special Ed, prior Completer', 'E130: Died', 'E140: No known enrollment, Truant', 'E300: Expelled, no known enrollment', 'E400: Other or unknown (counts as dropout)', 'E410: Medical withdrawal', 'E450: PreK-6th grade exit (may be expected to return)', and 'N470: No Show'. The 'N470: No Show' option is highlighted in yellow.

- **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 (**NEW** definition this year, ages 6 - 18) OR E400 (**NEW** definition this year, 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. On the student's enrollment tab please do the following:
 1. Enter End Date and End Status (T160) based on the date of notification.

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- **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 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	Screenshot
<ol style="list-style-type: none">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 Date4. Click "Restore"<ul style="list-style-type: none">• Confirm the student's schedule will be restored by clicking "OK"	 <p>The screenshot shows the 'Schedule' tab selected. A box labeled '1' points to the 'Schedule' tab. A box labeled '2' points to the 'Walk-in Scheduler' button. A box labeled '3' points to the 'Effective Date' field. A box labeled '4' points to the 'Restore' button.</p>

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

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