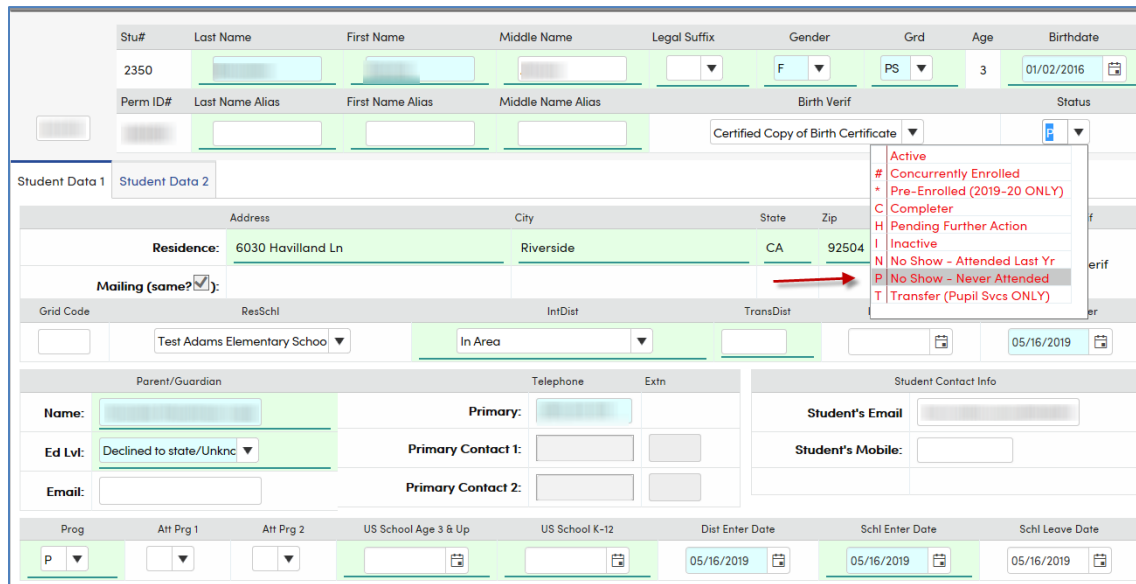


## Exiting a Test Only Student (Did Not Qualify)

After you have received confirmation from the testing teacher that a student **did not qualify** for services, the student's status should be changed to **"P"- No Show - Never Attended**.

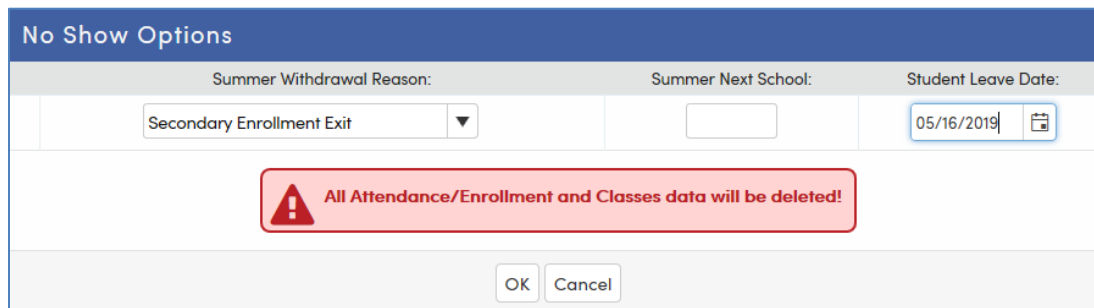
1. On the **Demographics** page, click on the **Change** button
2. Change the **Status** from **Active** to **"P"- No Show - Never Attended**.



The screenshot shows a student record form with a dropdown menu for the status field. The menu options are:

- Active
- # Concurrently Enrolled
- \* Pre-Enrolled (2019-20 ONLY)
- C Completer
- H Pending Further Action
- I Inactive
- N No Show - Attended Last Yr
- P No Show - Never Attended** (highlighted with a red arrow)
- T Transfer (Pupil Svcs ONLY)

3. The **No Show Options** box will appear. The **Student Leave Date** defaults to the final day of school for the previous school year. **THIS DATE MUST BE CHANGED!**
4. The **Student Leave Date** should be the same as the **School/District Enter Date** (the day the student's enrollment began). The **Summer Withdrawal Reason** should be **170 – Secondary Enrollment Exit**.



The 'No Show Options' dialog box contains the following information:

- Summer Withdrawal Reason: Secondary Enrollment Exit
- Summer Next School: [Empty]
- Student Leave Date: 05/16/2019

A red warning box states: **All Attendance/Enrollment and Classes data will be deleted!**

Buttons: OK, Cancel

5. Click **OK**
6. Click **Save**