

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

After you have received confirmation from the testing teacher that a student <u>did not qualify</u> 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.

|                   | Stu#            | Last N   | ame              | First Name     | Mic              | idle Name                             | Lego | al Suffix  | G                    | ender           | Grd                                     | Age                                  | Birtho              | date |
|-------------------|-----------------|----------|------------------|----------------|------------------|---------------------------------------|------|------------|----------------------|-----------------|---|--------------------------------------|---------------------|------|
|                   | 2350            |          |                  |                |                  |                                       |      | ▼          | F                    | T               | PS V                                    | 3                                    | 01/02/201           | 6 🛱  |
|                   | Perm ID#        | Last N   | ame Alias        | First Name Ali | ias Mia          | ddle Name Alias                       |      |            |                      | Birth Verif     |   |                                      | Stat                | us   |
|                   |                 |          |                  |                |                  |                                       |      | Certifi    | ed Copy o            | of Birth Certit | icate 🔻                                 |                                      | <b>E</b> 1          | •    |
| Student Data 1    | Student Do      | ata 2    | Address          |                |                  | City                                  | _    |            | State                | Zin             | Active<br># Concu<br>* Pre-Er<br>C Comp | rrently Enr<br>nrolled (201<br>leter | olled<br>9-20 ONLY) | f    |
|                   | Resid           | lence:   | 6030 Havilland I | _n             |                  | Riverside                             |      |            | CA                   | 92504           | H Pendir                                | ng Further /<br>/e                   | Action              |      |
| Mailing (same?☑): |                 |          |                  |                |                  | P No Show - Never Attended Last Tr er |      |            |                      |                 |   | erif                                 |                     |      |
| Grid Code         |                 |          | ResSchl          |                |                  | IntDist                               |      | 1          | "ransDist            |                 | (                                       |                                      |                     | er   |
|                   | Test            | Adams I  | Elementary Schoo | •              | In Area          |                                       | •    |            |                      |                 |   |                                      | 05/16/2019          |      |
| Parent/Guardian   |                 |          |                  |                |                  | Telephone Extn                        |      |            | Student Contact Info |                 |   |                                      |                     |      |
| Name:             |                 |          |                  |                | Primary          | :                                     |      |            |                      | Student's       | Email                                   |                                      |                     |      |
| Ed Lvi:           | Declined to sta | ite/Unkr |                  | Pi             | rimary Contact 1 | :                                     |      |            | 5                    | Student's M     | obile:                                  |                                      |                     |      |
| Email:            |                 |          |                  | Pr             | imary Contact 2  | :                                     |      |            |                      |                 |   |                                      |                     |      |
| Prog              | Att Pr          | 'g 1     | Att Prg 2        | US School A    | Age 3 & Up       | US School K-12                        |      | Dist Enter | Date                 | S               | chl Enter Da                            | te                                   | Schl Leave I        | Date |
| P 🔻               |                 | •        | •                |                |                  | E                                     |      | 05/16/2019 |                      | 05/             | 16/2019                                 |                                      | 05/16/2019          | Ť.   |

- 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!**
- 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.

| No Show Options   |                     |                     |  |  |  |  |  |  |  |
|---|---------------------|---------------------|--|--|--|--|--|--|--|
| Summer Withdrawal Reason:                                   | Summer Next School: | Student Leave Date: |  |  |  |  |  |  |  |
| Secondary Enrollment Exit                                   |                     | 05/16/2019          |  |  |  |  |  |  |  |
| All Attendance/Enrollment and Classes data will be deleted! |                     |                     |  |  |  |  |  |  |  |
| OK Cancel   |                     |                     |  |  |  |  |  |  |  |

- 5. Click OK
- 6. Click Save