TECHNOLOGY SERVICES

No Showing a Student - Primary

Did the student complete the 18-19 school year at your school?

Yes

1. Change **Status** to **N – No Show-Attended Last Year**
2. In the **No Show Options Box**
   a. **Drop the following**: leave unchecked
   b. *Summer Withdrawal Reason*: use the reason that best describes the student's exit
   c. *Summer Next School*: enter the school if known
   d. **Student Leave Date**: leave as is
   e. Click **OK**
   f. Click **Update**
- The student now displays a **Yellow** border
- Update the **Enrollment Tracking** form with information regarding where the student is expected to attend school

NOTE – It is the site's responsibility to follow up on the student to ensure they have actually enrolled at a school.

No

1. Change **Status** to **P – No Show-Never Attended**
2. In the **No Show Options Box**
   a. **Drop the following**: leave unchecked
   b. **Summer Withdrawal Reason**, **ONLY select from the following reasons:** 470-PreEnrolled; Never Attended, 180-Private School, 200-Out of State **or** 240-Out of the Country **or** 170 if the student was in Program P, N, or X.
   c. *Summer Next School*: enter the school, if known
   d. **Student Leave Date**, must be updated to the date the student was expected to begin school
   e. Click **OK**
   f. Click **Update**
- The student now displays a **Purple** border
- Update the **Enrollment Tracking** form with information regarding where the student is expected to attend school

Note: If a student enrolls at your site mid-year but never attends, the student needs to be coded as P – No Show-Never Attended. The Leave Date would be the date they were supposed to start.