



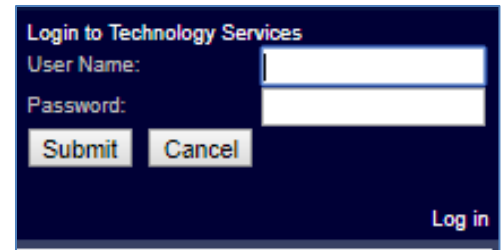
Potential No-Show Procedures (Elementary)

A Potential No Show student is a student who has been marked as Truant for 5 consecutive days. These students will need to be researched to determine if they can be tagged as a No Show immediately or if they need to be moved into a Potential No Show section/teacher. **This process must be run EVERY MONDAY for the prior week.**

Please note: In order to effectively track Potential No Show (PNS) students it is IMPORTANT that teacher take attendance daily.

Potential No Show Procedures:

- On Mondays, print the **Enrollment Analysis Report**
 - Go to **ts.rusd.edu**, hover over **Applications** and click on **Enrollment Analysis**.
 - Click on **Log In** and enter your Active Directory User Name and Password (the credentials used to log into your RUSD email).
 - Select a school from the **School** dropdown and use today's date in the **Date** section. Click **View Report**.
 - Download the file by clicking on the Disk icon and selecting a format to export it to.



- The file will have multiple pages: The first page will have a report listing enrollment numbers. The remainder of the pages will list the students who are potential no-shows.

- Review all students on the list that have a date in the First Day column that is **at least 5 days** prior. Next, review the Potential No- Show column: students with a Yes have already been moved to the potential no-show section. Students with a No will need to be researched and moved into the potential no-show section.

Grade	Regular Education				Special Education (SDC/Program D)				Combined			
	Active	Not Attended	Potential No Show	Attended	Active	Not Attended	Potential No Show	Attended	Active	Not Attended	Potential No Show	Attended
9	537	47	1	489	24	4	1	19	561	51	2	508
10	399	28	1	370	43	7	0	36	442	35	1	406
11	412	23	0	389	24	3	0	21	436	26	0	410
12	379	20	0	359	28	3	0	25	407	23	0	384
Total	1727	118	2	1607	119	17	1	101	1846	135	3	1708

School Name	Stu. Id	Last Name	First Name	Gr.	Potential No Show	Special Ed	First Day
Adams Elementary School (2)	110000	Alvarez	Jose	5	Yes	No	8/12/2019
Adams Elementary School (2)	110000	Alvarez	Jose	4	Yes	No	8/12/2019
Adams Elementary School (2)	110000	Alvarez	Jose	6	No	No	8/12/2019
Adams Elementary School (2)	110000	Alvarez	Jose	4	Yes	No	8/12/2019
Adams Elementary School (2)	110000	Alvarez	Jose	6	No	No	8/12/2019
Adams Elementary School (2)	110000	Alvarez	Jose	6	No	No	8/12/2019
Adams Elementary School (2)	110000	Alvarez	Jose	6	Yes	No	8/12/2019

Moving students to “No Show” Teacher:

- Search for the student.
- Change their Teacher to **997** in their **Demographics** page.
- Click the **Update Attendance** button.
- Leave the Reason, Leave Date and Enter Date as default, then click **OK**.

Attendance Change Form										
Leave Date	Grade	Program	Att Pgm1	Att Pgm2	Track	Teacher	Rptg Schl	Intr Dist	District of Residence	Reason
8/13/2018 ▼	4					42 - Robison, L	0	<input type="radio"/>	33672150000000	440 ▼
Enter Date	Grade	Program	Att Pgm1	Att Pgm2	Track	Teacher	Rptg Schl	Intr Dist	District of Residence	Reason
8/14/2018 ▼	4					997 - No Show, P	0	<input type="radio"/>	33672150000000	▼

Taking Attendance in the No Show class:

Students in the Potential No Show category need to have their attendance taken by the **attendance personnel** at the school site, and must be coded in Aeries with a V so the phone dialer can call home on a nightly basis.

To take attendance for these students:

- Go to Classroom Attendance located in the **Attendance Accounting** node.
- Search for teacher **#997**.
- Change **Code to Insert** to **V – Truant**
- A list of students will appear. Mark all of the students with a V by clicking on their names.
- Once complete, click **Save**.

Classroom Attendance

Find:

Sort By Number Name

208	Jones, C	Corinne
4	Kleven, D	Deborah
19	Kodat, C	Corey
340	Long, R	Rajejan
8	Marsh, B	Brandi
205	McCary, G	Gina
165	McLaughlin, J	Judy
631	Murcraay, B	Brook
997	No Show, P	Potential
14	NPS	
6	Olea, H	Heather
11	Penor, M	Michelle
23	Ramunni, T	Tuesday
310	Romo, D	Deana
20	Salinas, J	Julia
28	Schreck, M	Michelle
335	Smith, B	Beth
18	Smith, D	Dawn
22	Starlina, T	Tracev

Include Inactive Teachers

Code to Insert: 1 - Tru Sweep Date to Modify: 8/13/2018

Clicking on a student's name will insert this code for this date

Lunch Counts - Hot Lunch: Salad Bar:

Lunch Count Missing Lunch Counts

Classroom Attendance