



No Showing a Student

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:** check all boxes
 - b. **Summer Withdrawal Reason:** use the reason that best describes the student's exit
 - c. **Summer Next School:** enter the school that the student is enrolling in.
 - 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:** check all boxes
 - 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 that the student is enrolling in. (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. (This would also be the process followed for students who start at your site only to be referred to EOC or Lincoln).