



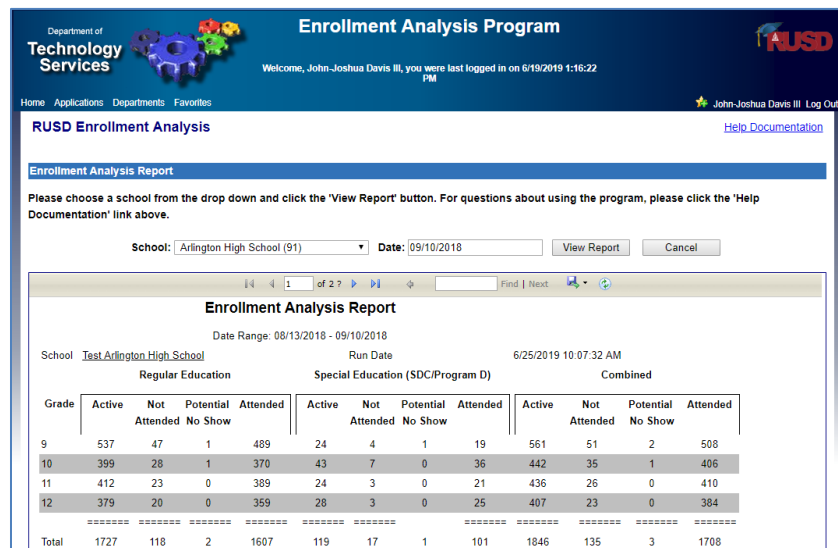
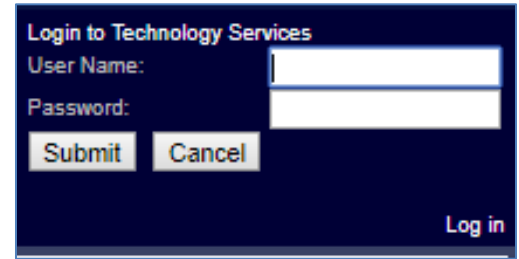
## Potential No-Show Procedures (Secondary)

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 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 teachers take attendance daily in every period.*


### Potential No-Show Procedures:

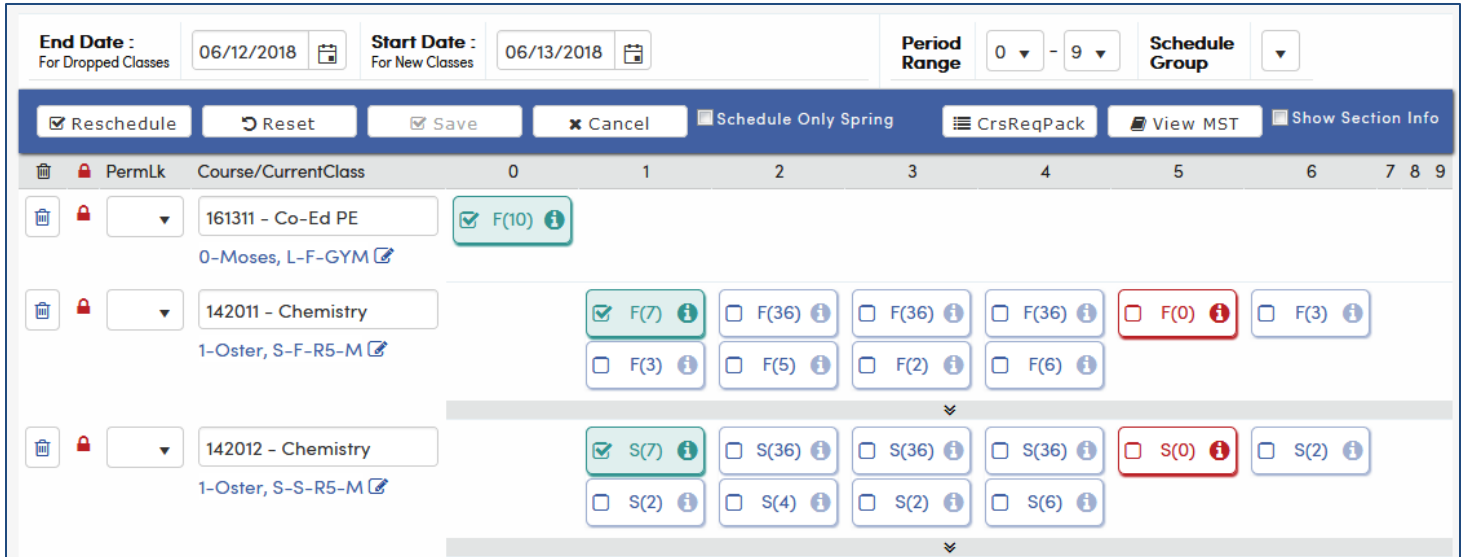
- On Mondays, print the **Enrollment Analysis Report**
  - Go to [ts.rusd.edu](http://ts.rusd.edu), hover over **Applications** and click on **Enrollment Analysis**
  - Click on **Log In** and enter your Active Directory User Name and Password (the credentials used to log into your RUSD email)
  - Select 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.



School Name	Stu. Id	Last Name	First Name	Gr.	Potential No Show	Special Ed	First Day
University Heights Middle School (89)	10116	Smith	Paul	8	Yes	No	8/12/2019
University Heights Middle School (89)	10116	Stinson/Holmes	Christina	8	Yes	No	8/12/2019
University Heights Middle School (89)	10116	Wynn	Michael	8	No	No	8/14/2019
University Heights Middle School (89)	10116	Wynn/Tranter	Ally	7	Yes	No	8/12/2019
University Heights Middle School (89)	10116	Wynn	Jack	7	No	Yes	8/15/2019
University Heights Middle School (89)	10116	Wynn	Paul	7	No	No	8/15/2019
University Heights Middle School (89)	10116	Wynn	Paul	8	Yes	No	8/12/2019

## Moving Students to the “Potential No-Show” Course (Secondary):

- Search for the student and go to **Classes**
- **Remove all** classes from the student by clicking on **Edit**, then **Delete** 
- **Enroll** the student in course 997000 section 997. Click the check box in the section, then Click **Save**

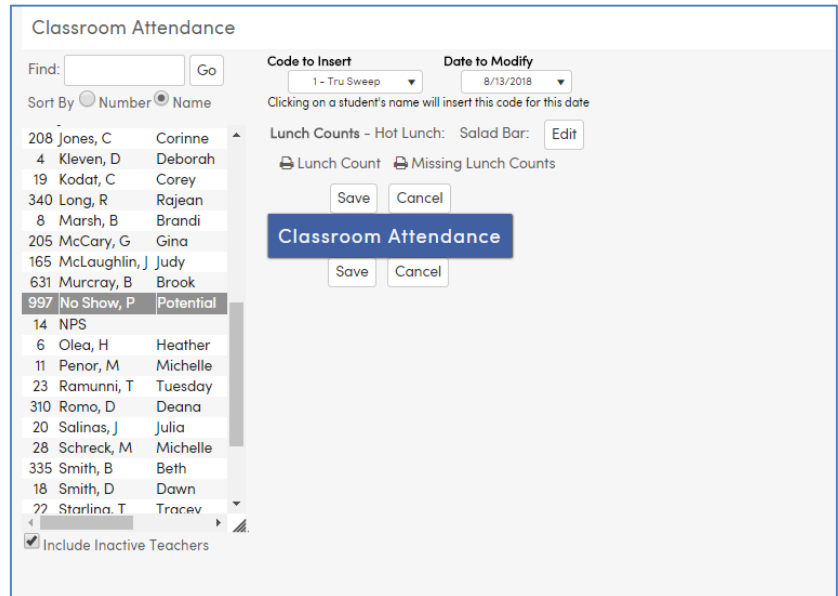


## Taking Attendance in the No-Show class:

Students in the Potential No-Show section must continue to receive a **V** on a daily basis to ensure parents receive the nightly Absence phone call. This means the Attendance Office will need to continue submitting attendance for the Potential No-Show section using for the Classroom Attendance form.

To take attendance for these students:

- Go to Classroom Attendance located in the **Attendance Accounting** node
- Search for teacher **#997** and select **Section 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**



**Sites can use the No Show documentation once a student is determined to be a valid No Show.**