

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, 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,



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Services Welcome, John-Joshua Davis III, you were last logged in on 6/19/2019 1:16:22													
Home Applications Departments Favorites 🐈 John-Joshua Davis III Log													
RUSD Enrollment Analysis										He	Ip Documentatio		
Enrolimer	nt Analysi	s Report											
Please choose a school from the drop down and click the 'View Report' button. For questions about using the program, please click the 'Help Documentation' link above.													
School: Arlington High School (91)													
4 4 1 of 2? ▶ ▶ φ Find Next 🔍 • φ													
Enrollment Analysis Report													
			Date	Range: 08/1	3/2018 - 09	/10/2018							
School Test Arlington High School Run Date 6/25/2019 10:07							10:07:32 AM						
Regular Education					Special Education (SDC/Program D)				Combined				
Grade	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	1
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	
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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)	723138	-Teacherse	10,000	8	Yes	No	8/12/2019
University Heights Middle School (89)	110000	CONTRACTOR / PLANADA	(Transferrar)	8	Yes	No	8/12/2019
University Heights Middle School (89)	797718	Whene-	(And Change)	8	No	No	8/14/2019
University Heights Middle School (89)	111004	Halling / Talkington	10000	7	Yes	No	8/12/2019
University Heights Middle School (89)	7181981	/hgan	100000	7	No	Yes	8/15/2019
University Heights Middle School (89)	781377	1100	(Manual)	7	No	No	8/15/2019
University Heights Middle School (89)	142460	T1000	/#em.	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

End Date : For Dropped Classes 06/12/2018	asses 06/13/2018]	Period Range	0 - 9 -	Schedule Group	•	
☑ Reschedule 🏾 🕄 Reset	ave X Cance	Schedule Only S	pring 🧮	CrsReqPack	🛢 View MST	Show Section	on Info
🛍 🔒 PermLk Course/CurrentClass	0	1 2	3	4	5	6	789
 ➡ ■ ■	F(10)						
■	F (7) (1) F(36) (1) 3) (1) F(5) (1)	F(36) F(2) F(2)	F(36) F(6)	□ F(0) ()	□ F(3) (
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Classroom Attendance

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
 - 997 Change Code to Insert to V – Truant
- Code to Insert Go Date to Modify Find: 8/13/2018 Sort By Number Name Clicking on a student's name will insert this code for this date Corinne 🔺 Lunch Counts - Hot Lunch: Salad Bar: Edit 208 Jones, C 4 Kleven, D Deborah ⊖ Lunch Count ⊖ Missing Lunch Counts 19 Kodat, C Corev Save Cancel 340 Long, R Rajean 8 Marsh, B Brandi Classroom Attendance 205 McCary, G Gina 165 McLaughlin, J Judy Save Cancel 631 Murcray, 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
- 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.