# Use of No Show



Use No Show for students who were <u>enrolled</u> in school on the last day of school of the previous school year, but who did not return to the <u>same school</u> the following school year or who do not attend on the first day (with the <u>exception</u> of students who move between the Jefferson City High School calendar and the Jefferson City Academic Center calendar). It is <u>NOT</u> to be used in the middle of the year.

### **IMPORTANT!**

For guidance on how to handle no show in different scenarios please see the <u>No Show Procedure Flow Chart</u> on Page 9. Students who have not attended by the first day of school will need to be marked as a No Show.

<u>\*NOTE:</u> No matter when notification is received that the student will not be attending the upcoming school year, if they were enrolled on the last day of school, their enrollment must show an end status of Remained Advanced or Remained Retained. The next year's enrollment would be marked as a No Show.

<u>\*\*NOTE:</u> The start status of a No Show enrollment should always be Remained Advanced or Remained Retained (this should match the end status of the previous year). End the No Show enrollment with the appropriate end status code. Remained Advanced or Remained Retained should be the <u>ONLY</u> status used at the beginning and end of the year.

## **No Show Procedures:**

1. Open the enrollment record for the school the student is not attending

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Enrollment Edi	itor							
Edit Grade	Type Calendar S	Start Date	End Date					
Start Status: F	P 11-12 East Elementary School	08/18/2011						
03	P 11-12 North Elementary School	08/18/2011						
Start Status: F End Status:	R101 Remained: Advanced		*					
3 02	P 10-11 North Elementary School	08/17/2010	05/27/201					
Start Status: F End Status: F	R001 Remained: Advanced R001 Remained: Advanced		-					
7 01	P 09-10 North Elementary School (	08/19/2009	05/25/2010					
Start Status: 1 End Status: F	F101 Tfer from pub schl outside district in state To North from R001 Remained: Advanced	Cole Co. R-1 (1)						

2. Check the **No Show** Box

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		00/10/2014	1774			End	Date		LING ACTIO				= yk
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3. Set the End Date the same as the Start Date

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Summary	nrollments	Schedule	Attendance	Programs	A+Grade	s Transcr	ipt Cre
Save 🗙 Delete	e 🗁 Print En	rollment History	New 🗋 New Enro	ollment Histo	iry		
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03	P 11-12	North Elementa	ary School	08/18	3/2011	1042/02011	
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08/18/2011			08/18/2011		•	P	: Primary
*Start Status				En	d Status		
R101: Remai	ned: Advance	ed	-				_

4. You will get a warning. "Warning! Attendance data will be deleted if it does not occur within the dates of an enrollment." Click **OK**.



5. Select an End Status between T001 to T009. If it is not known where the student transferred, select D06.

**\*NOTE:** <u>**ONLY**</u> use the <u>**D06** code</u> when there is <u>**N0**</u> indication of where the student went. Districts are evaluated based on graduation and dropout rates and using this code will affect those ratings. A student should not be reported as a Drop Out if they have transferred to another school.



6. If using an end status code of T001 or T002, enter the Transfer to District field. The Transfer to District is required for State Reporting.

Note: Only enter Transfer to District for students moving between public schools in Missouri.



 If using an end status code of T001 or T002, enter Transfer To School. The Transfer to School is required for state reporting. The school codes can be found at <u>http://dese.mo.gov/directory/</u> *Note:* Only enter Transfer to school for students moving between public schools in Missouri.

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8. Enter the End Comments (See Enrollment End Status Codes documentation for formatting standards).



#### 9. Click Save

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11-12 North Elementary School	Main 🔻	03 -	
*Start Date No Show	End Date	End Action	*Service Type
08/18/2011	08/18/2011 🔤	-	P: Primary 🔻
*Start Status		End Status	
R101: Remained: Advanced	•	T002: Tfer to pub schl w	vithin district 👻 🗧
Transfer To District Jefferson City Publ(026006)		Transfer To School 4040	
Start Comments		End Comments	
^		From North to East (03)	A
-			-
Future Enrollment			
Next-Calendar		Next Schedule Structure	Next-Grade

10. View of New Record

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Summary Enrollments Schedule XAttendance Progr	rams 🖄 Grades Transcript Cr	rei
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Enrollment Editor Edit Grade Type Calendar O3 P 11-12 East Elementary School Start Status: R101 Remained: Advanced Ford Datase	Start Date End Date 08/18/2011	
Construction     C	08/18/2011 08/18/2011	
Start Status: R101 Remained: Advanced End Status: R001 Remained: Advanced	<u> 88/17/2018 85/27/2011</u>	
01 P 09-10 North Elementary School Start Status: T101 Tfer from pub schl outside district in state To North fro End Status: R001 Remained: Advanced	08/19/2009 05/25/2010 om Cole Co. R-1 (1)	

- 11. To ensure all No Show records are marked properly, run the Enrollment Overlap report
  - a. Student Information > Reports>Enrollment Overlap
    - Year 11-12 School North Ele • Index Search Help Enrollment Overlap Report Kailev Leesman . This report prints enrollment information for students with This is a very complex report; please try to limit the num 🗉 🙍 Student Information Genera 🛨 🛅 Counseling Which School Year/Enrollment Dates would you like to Grad Planner The alth Brad Planner Health Brad Planner School Year 11-12 Enrollment Dates (optional) 🗖 То 🗄 📩 PLP 🗄 🛅 Special Ed Which schools would you like to include? Student Locator All Schools Belair Elementary School Callaway Hills Elementary School Cedar Hill Elementary School Early Childhood SPED East Elementary School Reports Caseload Summary Counselor Duplicate IDs Elem Gifted JCHS Summer School Jefferson City Academic Center Jefferson City High School - NCC Duplicate Students Search Enrollment Overlap 1 Enrollment Status Which students would you like to include? Enrollment Summary File Labels By DOB udents 🔺 Grade Folder Labels by DOB Κ (E) KA KG KP Process Compliance ÷
  - b. Select a school/schools, **uncheck** *Only include primary enrollments*, **check** *Include same day overlaps*, then **click** *Generate Report*

	Year 11-12   School North Elementary School	
En	rollment Overlap Report	
	This report prints enrollment information for students who have overlapping enrollments. This is a very complex report, please try to limit the number of students run per batch.	
wr	ich School Year/Enrollment Dates would you like to evaluate?	
	School Year 11-12 🔻	
	Enrollment Dates (optional)	
wr	ich schools would you like to include?	
	Jefferson City High School - NCC Lawson Elementary School Lewis & Clark Middle School Mentor Moreau Heights Elementary School	
	North Elementary School	
	Perm Elementary Cehool Pioneer Trail Elementary T	
w	hich students would you like to include?	
	● Grade All Students ▲ K KA KG KP ▼	
	O Ad Hoc Filter	
v	hich enrollments would you like to include?	
	Only include primary enrollments	
	Include no show enrollments	
	Include same day overlaps	
н	ow would you like the report sorted?	
	Student Name	
	○ Grade	
	O Student Number	
	Print in HTML format	
	Generate Report	

c. The report should be blank

Nort 285 South Sur Generated on	11-12 h Elementary Scho mmit Drive, Holts Summit M 10/19/2011 12:27:45 PM Pa	ol 10 65043 ge 1 of 1	Enrollment Ov Year: 11-12 Sort: Student Name Included: All Enrollments	All Grades Students: 0 Same Day Over	laps
School: North Ele	mentary School				<b>0</b>
Student (#)	School	Calendar	Grade	Start/End Date	Type Percent Days

d. If there are enrollments that have not been marked as No Shows, they will show up on this list. These records will need to be marked as No Show in order to eliminate duplicate enrollments.

North 285 South Sum Generated on 10	<b>11-12</b> Elementary School mit Drive, Holts Summit MO 65043 )/19/2011 12:19:21 PM Page 1 of 1	Enro Sort Included: All Enrollm	Enrollment Overlap Report Year: 11-12 All Grades Sort: Student Name Students: 1 Included: All Enrollments No Show Enrollments Same Day Overlaps				
School: North Elem	entary School						
School: North Elem	nentary School School	Calendar	۵۷ Grade Start/End Date Type Percent D	erlap ays			
School: North Elem Student (#)	nentary School <b>School</b> East Elementary School	Calendar 11-12 East Elementary School	OV Grade Start/End Date Type Percent D 03 08/18/2011-05/18/2012 P 100.000	erlap ays			

e. To view a list of No Show enrollments, go to Student Information > Reports > No Show Report.



026006 Jefferson City Public Schools	Enrollment No Show Report
Distuist	Enrollment Types: P, S, N
DISTICT	Sort Order: Student Name
Generated on 07/19/2012 03:43:04 PM Page 1 of 1	Total Enrollments: 19

The following calendars were selected but do not have any No Show enrollments that meet the criteria: 12-13 Belair Elementary School, 12-13 Callaway Hills Elementar, 12-13 Cedar Hill Elementary Sc, 12-13 Early Childhood SPED, 12-13 Elem Gifted, 12-13 ELL Private Services Elm, 12-13 Jefferson City Academic, 12-13 Lawson Elementary School, 12-13 Moreau Heights Elementar, 12-13 North Elementary School, 12-13 Private Services Elm, 12-13 Private Services Elm, 12-13 Private Services Elm, 12-13 Private Services Elm, 12-13 Private Services MS, 12-13 South Elementary School, 12-13 SW Early Childhood Cente, 12-13 Thomas Jefferson Middle, 12-13 West Elementary School

#### East Elementary School:12-13 East Elementary School (Enrollments: 3)

Student	Number	Enrollment Type	Grade	Start Date	Start Status
Smith, well-selected	1000110201	P:Primary	05	08/16/2012	R101:Remained: Advanced
Smith,	1000071001	P:Primary	04	08/16/2012	R101:Remained: Advanced
Smith,	166012338	P:Primary	05	08/16/2012	R101:Remained: Advanced

#### Jefferson City High School - NCC: 12-13 Jefferson City High Scho (Enrollments: 13)

Student	Number	Enrollment Type	Grade	Start Date	Start Status
Archer	00770300	P:Primary	11	08/16/2012	R101:Remained: Advanced
Barber	1012001100	P:Primary	12	08/16/2012	R101:Remained: Advanced
Collier	18699260	P:Primary	10	08/16/2012	R101:Remained: Advanced
Dumas	10001001	P:Primary	11	08/16/2012	R101:Remained: Advanced
Hamric	10090370a	P:Primary	10	08/16/2012	R101:Remained: Advanced
Hedric	109033331	P:Primary	09	08/16/2012	R101:Remained: Advanced
A Definition of the second				09/10/2012	- Read Research and the second s



End the No Show enrollment with the appropriate end status code. Remained Advanced or Remained Retained should be the ONLY status used at the beginning and end of \*\* NOTE: The start status of a No Show enrollment should always be Remained Advanced or Remained Retained (this should match the end status of the previous year). NOTE: No matter when notification is received that the student will not be attending the upcoming school year, if they were enrolled on the last day of school, their enrollment must show an end status of Remained Advanced or Remained Retained. The next year's enrollment would be marked as a No Show.

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