

Use of No Show

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

IMPORTANT!

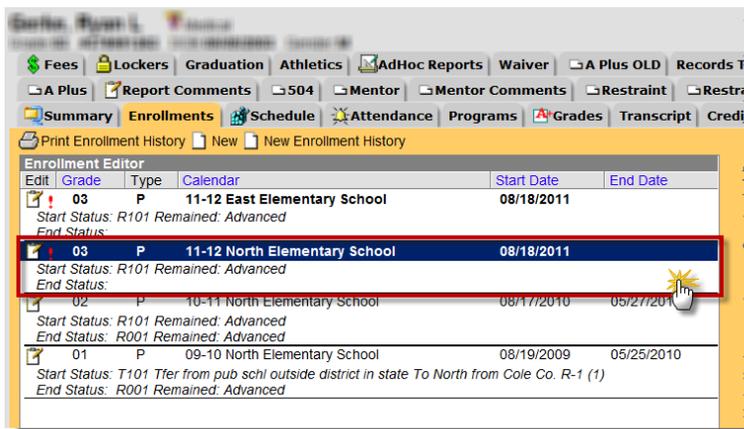
For guidance on how to handle no show in different scenarios please see the [No Show Procedure Flow Chart](#) on Page 9. Students who have not attended by the first day of school will need to be marked as a No Show.

***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.

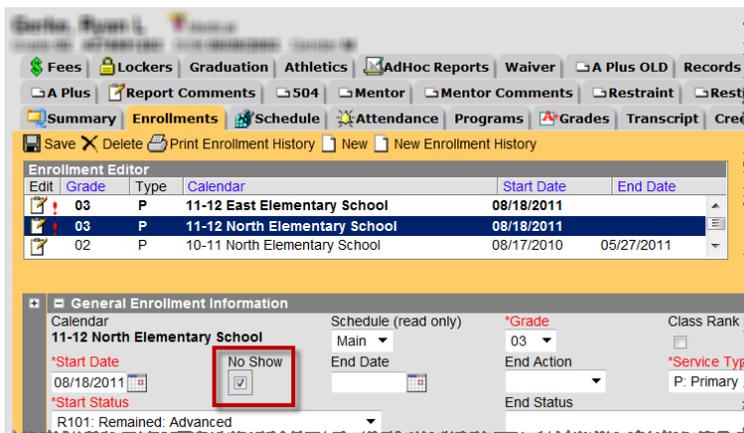
****NOTE:** The start status of a No Show enrollment should always be Remained Advanced or Remained Retained (this should match the end status of the previous year). End the No Show enrollment with the appropriate end status code. Remained Advanced or Remained Retained should be the **ONLY** status used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

No Show Procedures:

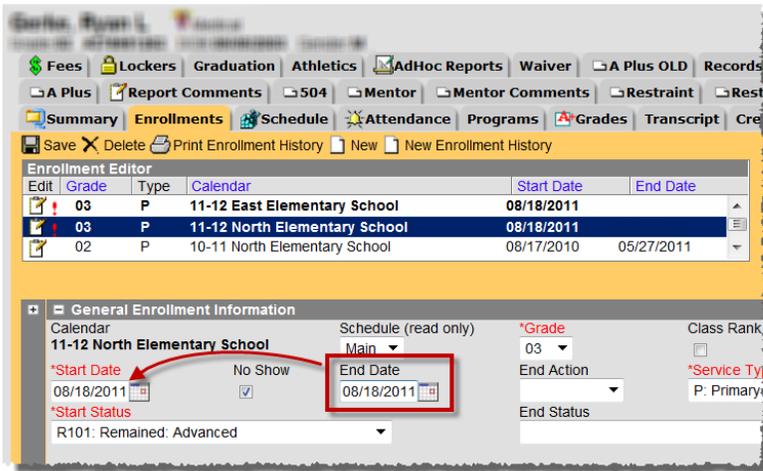
1. Open the enrollment record for the school the student is not attending



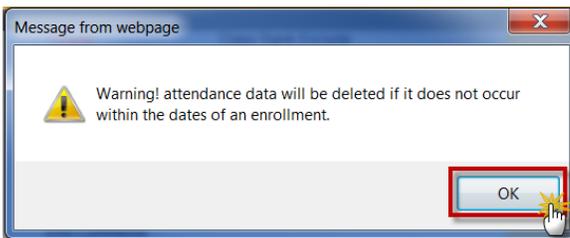
2. Check the No Show Box



- Set the **End Date** the same as the **Start Date**

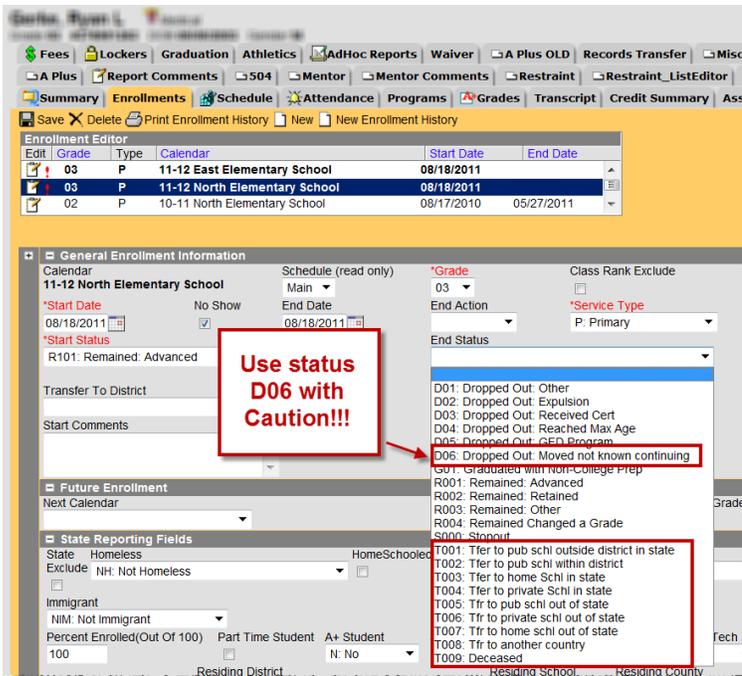


- You will get a warning. “Warning! Attendance data will be deleted if it does not occur within the dates of an enrollment.” Click **OK**.



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

NOTE: **ONLY use the **D06 code** when there is **NO** 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.*



- 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.

The screenshot shows the 'General Enrollment Information' section of a software interface. The 'Transfer To District' dropdown menu is open, displaying a list of school codes and names. The list includes: Academie Lafayette(048914), Academy of Kansas C(048908), Adair Co. R-I(001090), Adair Co. R-II(001092), Adrian R-III(007123), Advance R-IV(103129), Affton 101(096098), Albany R-III(038046), Allen Village(048909), Alta Vista Charter (048902), Altenburg 48(079078), Alton R-IV(075087), Appleton City R-II(093120), Arcadia Valley R-II(047062), Archie R-V(019139), Ash Grove R-IV(039135), Atlanta C-3(061150), Aurora R-VIII(055110), Ava R-I(034124), Avenue City R-IX(002090), Avila College, Kans(511932), Avilla R-XIII(049135), B. Banneker Academy(048911), Bakersfield R-IV(077101), Bailard R-II(007122), Baptist Bible Colle(038829), Bayless(096099), Bell City R-II(103128), Belleview R-III(047064), and NHS: Not Career Ed. The 'Transfer To District' field is highlighted with a red box.

- 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 <http://dese.mo.gov/directory/>

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

The screenshot shows the 'General Enrollment Information' section of the software interface. The 'Transfer To School' dropdown menu is open, and the code '4040' is entered in the adjacent text field. The 'Transfer To School' dropdown is highlighted with a red box.

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

The screenshot shows the 'Enrollment Editor' form with the following details:

- Calendar:** 11-12 North Elementary School
- Schedule (read only):** Main
- *Grade:** 03
- *Start Date:** 08/18/2011
- End Date:** 08/18/2011
- *Service Type:** P: Primary
- *Start Status:** R101: Remained: Advanced
- End Status:** T002: Tfer to pub schl within district
- Transfer To District:** Jefferson City Pub(026006)
- Transfer To School:** 4040
- End Comments:** From North to East (03)

- Click Save

This screenshot is identical to the previous one, but with a mouse cursor hovering over the 'Save' button in the top navigation bar.

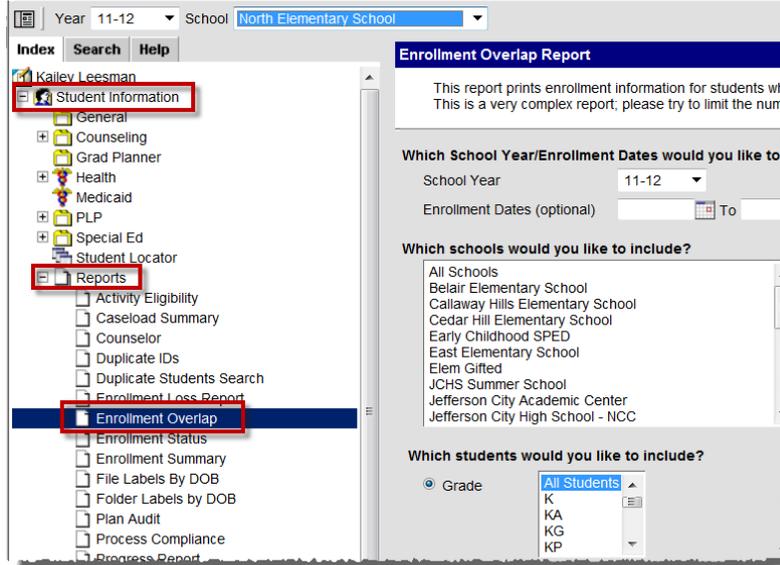
- View of New Record

The screenshot shows a list of enrollment records in the 'Enrollment Editor' table:

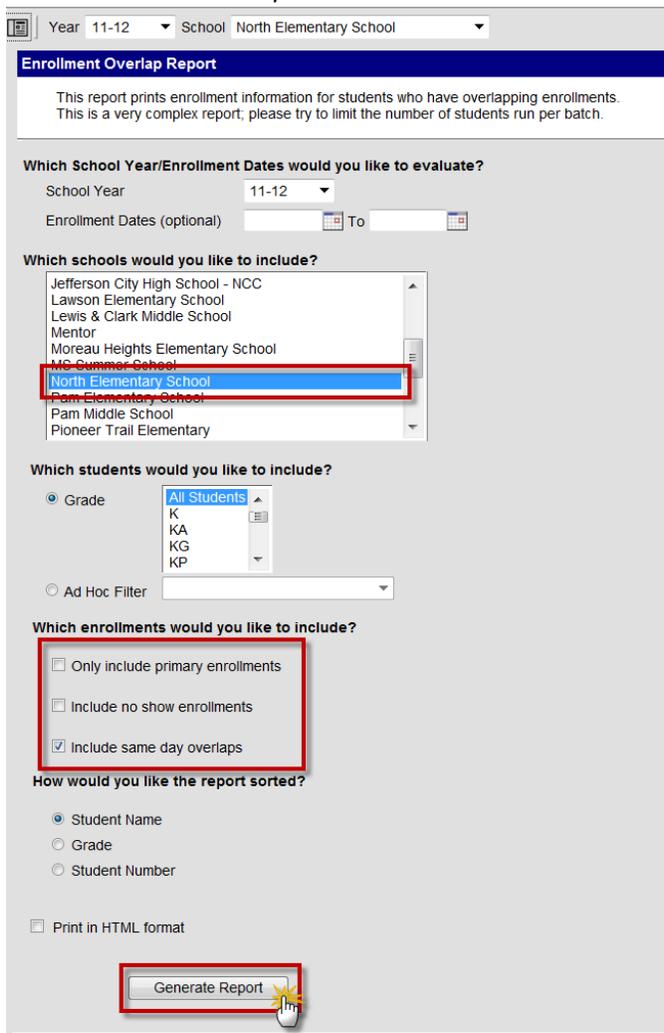
Edit	Grade	Type	Calendar	Start Date	End Date
	03	P	11-12 East Elementary School	08/18/2011	
<i>Start Status: R101 Remained: Advanced</i>					
<i>End Status:</i>					
	03	P	11-12 North Elementary School(No Show)	08/18/2011	08/18/2011
<i>Start Status: R101 Remained: Advanced</i>					
<i>End Status: T002 Tfer to pub schl within district From North to East (03)</i>					
	02	P	10-11 North Elementary School	08/17/2010	06/27/2011
<i>Start Status: R101 Remained: Advanced</i>					
<i>End Status: R001 Remained: Advanced</i>					
	01	P	09-10 North Elementary School	08/19/2009	05/25/2010
<i>Start Status: T101 Tfer from pub schl outside district in state To North from Cole Co. R-1 (1)</i>					
<i>End Status: R001 Remained: Advanced</i>					

11. To ensure all No Show records are marked properly, run the Enrollment Overlap report

a. Student Information > Reports>Enrollment Overlap



b. Select a school/schools, **uncheck** Only include primary enrollments, **check** Include same day overlaps, then **click** Generate Report



- c. The report should be blank

11-12 North Elementary School 285 South Summit Drive, Holts Summit MO 65043 Generated on 10/19/2011 12:27:45 PM Page 1 of 1	Enrollment Overlap Report Year: 11-12 All Grades Sort: Student Name Students: 0 Included: All Enrollments Same Day Overlaps
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School: North Elementary School

Student (#)	School	Calendar	Grade	Start/End Date	Type	Percent	Overlap Days
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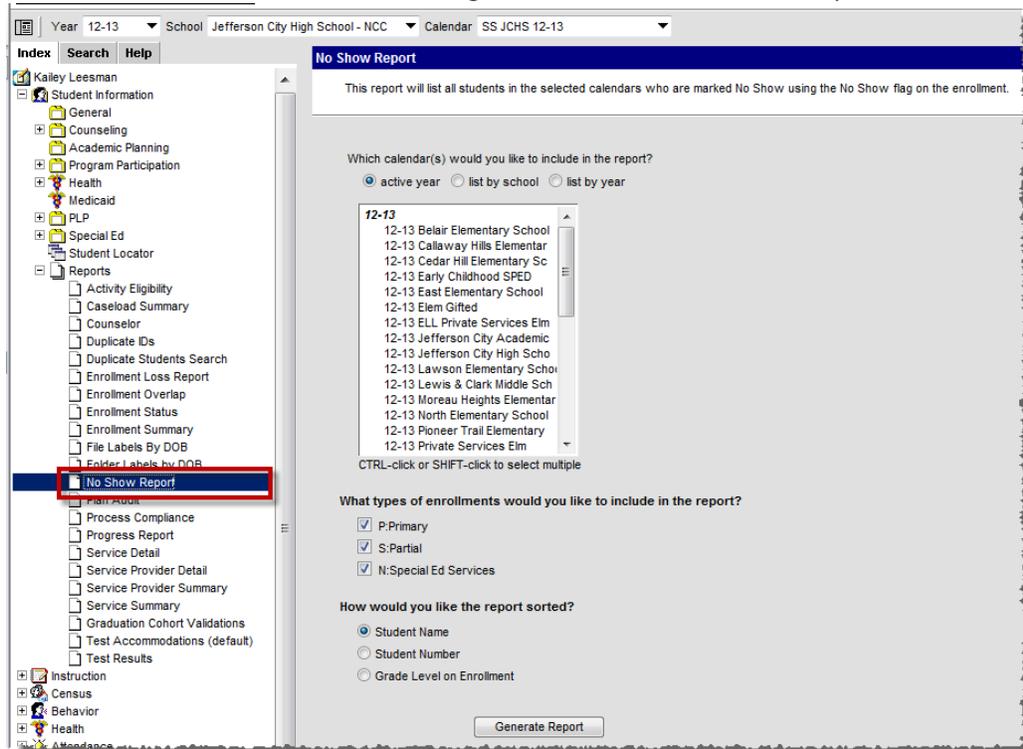
- d. If there are enrollments that have not been marked as No Shows, they will show up on this list. **These records will need to be marked as No Show in order to eliminate duplicate enrollments.**

11-12 North Elementary School 285 South Summit Drive, Holts Summit MO 65043 Generated on 10/19/2011 12:19:21 PM Page 1 of 1	Enrollment Overlap Report Year: 11-12 All Grades Sort: Student Name Students: 1 Included: All Enrollments No Show Enrollments Same Day Overlaps
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School: North Elementary School

Student (#)	School	Calendar	Grade	Start/End Date	Type	Percent	Overlap Days
Carina, Ryan L. (#279945-1263)	East Elementary School	11-12 East Elementary School	03	08/18/2011-05/18/2012	P	100.000	
	North Elementary School	11-12 North Elementary School	03	08/18/2011-05/18/2012	P	100.000	275

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



026006 Jefferson City Public Schools District Generated on 07/19/2012 03:43:04 PM Page 1 of 1	Enrollment No Show Report Enrollment Types: P, S, N Sort Order: Student Name Total Enrollments: 19
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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 Elementary, 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 Pioneer Trail Elementary, 12-13 Private Services Elm, 12-13 Private Services HS, 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)

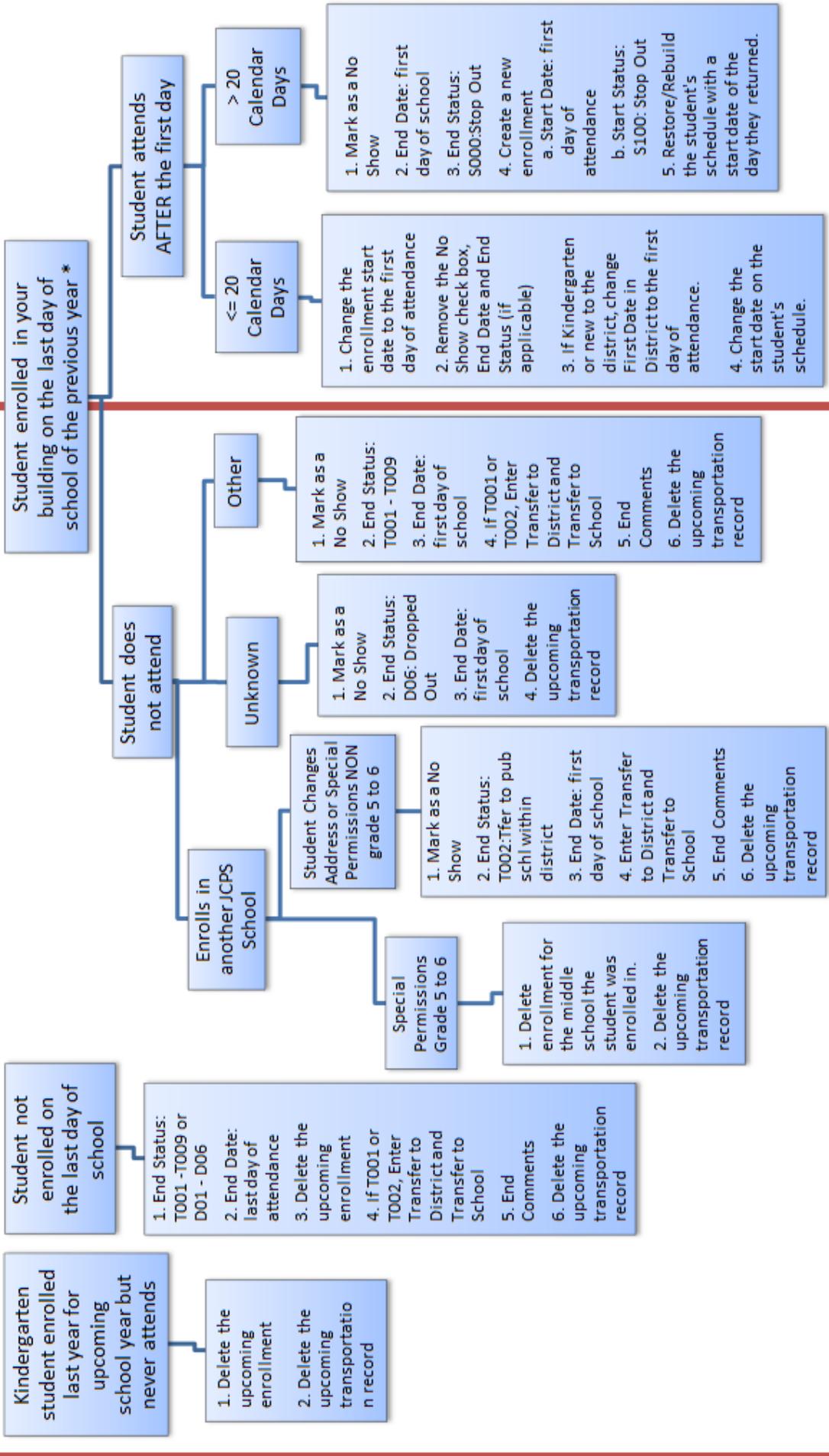
Student	Number	Enrollment Type	Grade	Start Date	Start Status
Smith, Jennifer Lynn	000011000	P:Primary	05	08/16/2012	R101:Remained: Advanced
Smith, Logan Christopher Blake	000007100	P:Primary	04	08/16/2012	R101:Remained: Advanced
Smith, Matthew Alan	000012100	P:Primary	05	08/16/2012	R101:Remained: Advanced

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

Student	Number	Enrollment Type	Grade	Start Date	Start Status
Archer, Michael Edward	000010000	P:Primary	11	08/16/2012	R101:Remained: Advanced
Barber, Christopher Theodore	000002100	P:Primary	12	08/16/2012	R101:Remained: Advanced
Collier, Christopher Thomas	00001100	P:Primary	10	08/16/2012	R101:Remained: Advanced
Dumas, Scott Ryan	00001800	P:Primary	11	08/16/2012	R101:Remained: Advanced
Hamric, Thomas	000017100	P:Primary	10	08/16/2012	R101:Remained: Advanced
Hedrick, Matthew Lane	00001210	P:Primary	09	08/16/2012	R101:Remained: Advanced

No Show Procedures Flow Chart

Use these procedures on 1st Day of School



* **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*.

** **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). 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 the year.