

# NO SHOW PROCEDURE

***A no-show is a student who has not attended one day (class) for the current school year.***

***When contacted by another WCSD school or a district sponsored charter school where the student is enrolling, delete the 21-22 line of enrollment so the student may be enrolled.***

***Follow the steps below for any student not returning to your school site and not going to another WCSD school.***

- 1. Print a transcript, sign and scan into Onbase.***
  - Elementary Schools - Transcript > ES
  - Middle Schools - Transcript > MS
  - High Schools - Transcript > HS
- 2. Open the student's 21-22 enrollment line.***
- 3. Mark the no-show box.***
- 4. Input an End Date. Use the first day of school. Student Accounting must be contacted for any student who needs to be no-showed after the tenth (10<sup>th</sup>) day.***
- 5. Input an End Status – Input the correct status indicating why the student is not returning. Use W3e5 for students who have been no-showed for reasons unknown.***
- 6. Input any End Comments, e.g. Mom called student moving to California.***
- 7. Do not create a withdrawal form for no-shows.***
- 8. The end status must match where the records have been sent. Check the end status when you receive a request to ensure the end code is correct in IC.***

***Example:***

The screenshot shows the 'General Enrollment Information' form for '16-17 RENO HIGH SCHOOL'. The form includes the following fields and values:

- Calendar:** 16-17 RENO HIGH SCHOOL
- Schedule (read only):** Main
- \*Grade:** 10
- Class Rank Exclude:**
- \*Start Date:** [Calendar icon]
- No Show:**
- End Date:** [Calendar icon]
- End Action:** [Dropdown menu]
- \*Service Type:** P: Primary
- \*Start Status:** 01: Original Entry
- End Status:** W2d: Out of State
- Dropout:**
- Start Comments:** [Text area]
- End Comments:** Moved to California

Blue arrows in the image point to the 'No Show' checkbox, the 'End Date' field, the 'End Status' dropdown menu, and the 'End Comments' text area.