

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 22-23 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 22-23 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 fifth (5th) 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:

General Enrollment Information

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]

*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