

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 23-24 line of enrollment so that they may enroll the student.

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

1. Open the student's 23-24 line of enrollment.
2. Mark the no-show box.
3. Input an End Date- Use the first day of school.
4. Input an End Status – Input the correct status indicating why the student is not returning.
5. Input any End Comments, e.g. Mom called student moving to California.
6. Use W3e5 for students who have been no-showed for reasons unknown.
7. Print the student's transcript, sign it, and scan the transcript to OnBase.
 - Transcripts > ES
 - Transcripts > MS
 - Transcripts > HS
8. Do not create a withdrawal line in the withdrawal tab for no-shows.
9. Student Accounting must be contacted for any student who needs to be no-showed after the fifth (5th) day of school.

Follow the steps below for any student previously no-showed for the current school year.

1. If a student has been no-showed with w3e5 and you later receive notification that the student has enrolled at an out of state, country, or out of district school, update the end status in IC accordingly.
2. If a student has been no-showed and they return later in the school year to enroll, please use the same line of enrollment to enroll the student, by updating the start date, clearing the no show box, removing the end date and end status.
3. If a student who was no-showed at another **WCSD school or district sponsored charter school**, comes to enroll, please contact the no show school and have them delete the no show line so student may be enrolled. (Please note: Prevents 2 lines of enrollment for the same school year).

Example:

The screenshot displays the 'General Enrollment Information' form for a student at '16-17 RENO HIGH SCHOOL'. The form is divided into several sections:

- Calendar:** 16-17 RENO HIGH SCHOOL
- Schedule (read only):** Main
- *Grade:** 10
- Class Rank Exclude:**
- *Start Date:** [Date field]
- No Show:**
- End Date:** [Date field]
- 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 point to the 'No Show' checkbox, the 'End Date' field, the 'End Status' dropdown, and the 'End Comments' field.