

# NO SHOW PROCEDURE

A no show is a student who does not return to school as expected for the 20-21 school year. Please refer to the following dates:

## **No Shows: Balanced, Gerlach and TMCC Calendars**

- **July 15-August 7:** Schools must continue to No Show students like normal when requested up to August 7, 2020. This is for any request to withdraw. You will not No Show after August 7<sup>th</sup>.
- **August 10-14:** Do not do any No Shows from 8/10-14.
  - Parent calls: The school will withdraw students during this week using the appropriate code upon receiving notification from a parent that the student will not return for the 20-21 school year. The date of withdrawal is the date the parent calls. The school where the student was withdrawn must follow up to make sure the student actually attended the new school.
  - Enrolling school calls: If another school calls requesting a withdrawal, ask the school the first day the student will physically attend their school. Withdraw the student the day before the student's physical attendance in the new school.
- **August 17-28:** Do not do any No Shows from 8/17-28. Every attempt must be made to contact students who are marked absent. If no contact is made the student will be withdrawn on the 10<sup>th</sup> day of unknown absences. Do not change enrollment dates when the student doesn't attend.

## **No Shows: Capital Projects and Incline Calendars**

- **July 15-August 21:** Schools continue to No Show students like normal when requested up to August 21, 2020. This is for any request to withdraw. You will not No Show after August 21<sup>st</sup>.
- **August 24-28:** Do not do any No Shows from 8/24-28.
  - Parent calls: The school will withdraw students during this week using the appropriate code upon receiving notification from a parent that the student will not return for the 20-21 school year. The date of withdrawal is the date the parent calls. The school where the student was withdrawn must follow up to make sure the student actually attended the new school.
  - Enrolling school calls: If another school calls requesting a withdrawal, ask the school the first day the student will physically attend their school. Withdraw the student the day before the student's physical attendance in the new school.

- **August 31-September 14:** Do not No Shows 8/31-9/14. Every Attempt must be made to contact students who are marked absent. If no contact is made the student will be withdrawn on the 10<sup>th</sup> day of unknown absences. Do not change enrollment dates when the student doesn't attend.

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

1. Print a transcript and scan into Onbase.
  - Elementary Schools - Transcript > ES
  - Middle Schools - Transcript > MS
  - High Schools - Transcript > HS
2. Open the student's 20-21 enrollment line.
3. Mark the no-show box if the student No Shows before their first day of school.
4. Input an End Date. Use the first day of school.
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. After the Friday before the first day of school a withdrawal form must be created.
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 displays the 'General Enrollment Information' form for a student at RENO HIGH SCHOOL. The form is divided into several sections:

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

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