

## MEMORANDUM

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **NO-SHOW PROCEDURE 2003-2004**

The No-Show period for the 2003-04 school year begins Monday, August 25, 2003, and will end Friday, September 5, 2003. Schools should enter students that are registered for Current but do not appear in school on the first day as No-Shows by using the "No-Show" screen in the Attendance System. This action automatically places "No-Show" on the student's calendar for the entire No-Show period.

If the No-Show student appears during the No-Show period, the school should enter the student onto the "Entries After No-Show" screen on the Student Information Menu on the day the student appears. This action will automatically change the entry date on the student record and remove any No-Show designations on the calendar that appear after the entry date.

On Friday, September 5, ITS will Automatically withdraw all No-Show students that have not appeared with withdrawal code "DNE" and the effective date of 08/25/03. Until the No-Shows are removed, the students will appear on all reports.

\*\*\* SECONDARY ONLY \*\*\*

During each No-Show period, schools may order the Class List Summary report, which shows seat counts minus the No-Show students as a separate report. This report can be ordered by selecting Class List in the Online Report Request System and indicating "Y" for Class List Summary Report.

If you have any questions regarding this memo, please call Support Services at 305-995-3705(0).