

MEMORANDUM

TO: All Summer Schools

FROM: Information Technology Services (ITS)

SUBJECT: **NO SHOW PROCEDURE - SUMMER 2003 (03S)**

The No Show period for the summer session (03S) will begin on 07/07/03 and will end on 07/08/03. One of the following procedures must be followed for recording No Show students.

SCHOOLS USING TERMINAL INPUT FOR NO SHOW ENTRIES

Schools **must** be signed on with the summer activity flag "Y". Schools should record students as No Shows by using the "No Shows" screen in the Attendance system. This action automatically places "NOSHOW" on the student's calendar for the appropriate No Show period.

SCHOOLS USING THE SCANTRON EQUIPMENT FOR RECORDING NO SHOWS

Schools may record students as No Shows by coding "1033" on the Scantron Header card. This action automatically places "NOSHOW" on the student's calendar for the entire No Show period.

ALL SCHOOLS - ENTRIES AFTER NO SHOW

If the No Show student appears during the No Show period, the school should enter the student using the "Entries After Noshow" screen (from the Student Information Menu, selection D), on the day the student actually appears. This action will automatically change the entry date on the student's record and remove any NOSHOW designation on the calendar that appears after this new entry date.

On Tuesday, 07/08/03, ITS will automatically withdraw all No Show students that have not appeared with the withdrawal code "DNE" and the effective date of 07/07/03.

Until this process is completed, all No Shows will continue to appear on all reports.

SECONDARY SCHOOLS ONLY

Secondary schools are reminded that they may order 03S Class Lists that will have the "Class List Summary" at the end. This report shows the actual seat counts for each class minus the No Show students.

If there are any questions regarding either procedure, please call Support Services at 305-995-3705(0).