

MEMORANDUM

TO: All Schools

FROM: Information Technology Services (ITS)

SUBJECT: **NO-SHOW PROCEDURE 2004-05**

The No-Show period for the 2004-05 school year begins Monday, August 16, 2004, and will end Friday, August 27. 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, August 27, ITS will automatically withdraw all No-Show students that have not appeared with a withdrawal code "DNE" and the effective date of 08/16/04. Until the No-Shows are removed, the students will appear on all reports.