



NCSIS
STUDENT INFORMATION SYSTEM



North Carolina Department of
PUBLIC INSTRUCTION

Infinite
Campus

NC No Show Process

07/11/2025 8:31 am EDT

This article will assist users in using No Show process. A student is considered a No Show when they are marked absent for more than half of the instructional day on their scheduled 1st day of enrollment during a current school year.

1st 10 Day Options

- Process No Show Students beginning Day 1 of the school year or student enrollment start date
- Process No Show Students after Day 1
 - Mark students as absent until student is Present - follow [No Show Process](#) and [Enroll a No Show Student Returning Within Ten Instructional Days](#) process.
- PSU choice to not use No Show Process
 - Manually update enrollment start date, section roster start dates (schedule), remove attendance prior to start date



No Showing a student will remove them from any extracts for third party systems.

No Show Process

No Show Return Within 10 Days

No Show Return After

10 Days

NC No Show Process

Follow the District/School plan for taking attendance during the first 10 instructional days. Submit attendance by the PSU-designated time for reconciliation.



Note: PSU Coordinator creates a local copy of the State Ad-hoc Filter Report: "Student Absent First Day of Enrollment" to identify students that are more than 50% absent on the first day of their enrollment and will be no shown.

Filter Search: Student Absent First Day of Enrollment

Navigation: Magnifying Glass > Type: Student > Advanced > Saved Filter > Select Filter > "Student Absent First Day of Enrollment" > Search

Search

Type: Student

Search: Student Search...

Search for Student records

Special Ed Disability

Saved Filter

Select Filter

Reset Advanced

Select a Saved Filter

Filter search...

State Published

Student Absent First Day of Enrollment

Saved Filter

Student Absent First Day of Enrollment

Select Filter Remove Filter

Search Reset Cancel

Select Student > Related Tools > Enrollments > Current Year enrollment record

Enrollments ☆

Student #: Grade: KG DOB: /2018

Medical Condition(s)

New Print Enrollment History New Enrollment History

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
KG	P	24-25 Elementary	08/26/2024	

Start Status: E1 Init enroll - this year

End Status:

Related Tools

- Ad Hoc Letters
- ALPS
- Alternate ID Lookup
- Assessment
- Athletics
- Attendance
- Behavior
- Blended Learning Group Assignments
- Contact Log
- Credit Summary
- Enrollments

- Enter 7/1/XXXX "Start Date"

- Leave "**Local Start Status**"
- Select the **No Show Checkbox**
- Enter 7/1/XXXX "**End Date**"
- Input a "**Local End Status**" (ref. SASA manual for End Status codes)
 - Leave blank during 1st 10 Days for auditing purpose
 - Enter W1 - Transfer Withdrawal
 - Enter other appropriate End Status code
- Optional: Enter "**End Comments**"
- Click **Save**

The screenshot shows the 'Enrollments' form for a student. The 'General Enrollment Information' section is expanded. The 'Save' button is highlighted with a red box. Red arrows point to the 'Start Date' (07/01/2024), 'No Show' checkbox (checked), 'End Date' (07/01/2024), 'Local End Status' dropdown, and 'Service Type' dropdown. The 'Local End Status' dropdown is currently set to 'Select a Value'. The 'Service Type' dropdown is set to 'Primary'. The 'End Status' dropdown is set to 'W1: Transfer Withdrawal'. The 'End Comments' field is empty.

Enroll a No Show Student Returning Within Ten Instructional Days

Steps to enroll **No Show** students that arrive within 10 instructional days of their original enrollment date. For arrivals after 10 non-attended days, see "[Enroll a No Show Student returning after ten instructional days](#)".

Navigation: Magnifying glass > All People > search and select student > Census > People: Enrollments > Current Year enrollment record

The screenshot shows the 'Enrollments' form for a student. The 'Enrollment Editor' section is expanded. A red arrow points to the 'Start Date' field (08/26/2024). The 'End Date' field is empty. The 'Local Start Status' is set to 'E1: Init enroll - this year'. The 'End Status' is set to 'E1: Init enroll - this year'. The 'Enrollment Editor' table shows the following data:

Grade	Type	Calendar	Start Date	End Date
KG	P	24-25	08/26/2024	

- Update the **Start Date**
- Uncheck the **No Show checkbox**
- Verify/Update **Local Start Status** code

- Remove **Local End Status** code
- Remove **End Date**
- Verify **Grade** and **Service Type**
- Optional: Add **Start Comment**
- Click **Save** (top of screen)

Enrollments ☆

Student #: /2018

* Medical Condition(s)

Save Delete New Print Enrollment History New Enrollment History

General Enrollment Information

Enrollment ID

Calendar 24-25 Elementary Schedule (read only) Main

*Start Date 08/26/2024 No Show End Date

*Local Start Status E1: Init enroll - this year

*Grade KG Class Rank Exclude External LMS Exclude

End Action *Service Type P: Primary

Local End Status Select a Value

State Start Status E1: Init enroll - this year State End Status

Start Comments *Optional* End Comments

CRDC School of Accountability Select a Value

Rolled From Enrollment ID: N/A

Future Enrollment

Next Calendar Next Schedule Structure Next Grade

State Reporting Fields

State Exclude

*Admission Status MST1: Member - Standard Day Program

Year-Round Transfer Days Override 0

Resident District County Publ Resident School Select a Value Serving District Select a Value Serving School Select a Value

Restore Student's Schedule

Main Menu > Student Information > General > Schedule > Walk-In Scheduler > Under blue arrow button select Restore

Schedule ☆

Campus, Daniel

Student #: 171750002 Grade: 09 DOB: 09/15/2009

Computer Science Pathway

Filter

Settings

1 (7/1/2024 - 9/27/2024)	2 (9/30/2024 - 12/26/2024)	3 (12/23/2024 - 3/21/2025)	4 (3/24/2025 - 6/30/2025)
No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
1100-8 Integrated Math I End date is not within section start and end dates.	1100-8 Integrated Math I End date is not within section start and end dates.	1100-8 Integrated Math I End date is not within section start and end dates.	1100-8 Integrated Math I End date is not within section start and end dates.
No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
7150-2 Health 9 Palmer, Nathan End date is not within section start and end dates.	7150-2 Health 9 Palmer, Nathan End date is not within section start and end dates.	7100-5 Physical Education 9 Lifeflearn, Rebecca End date is not within section start and end dates.	7100-5 Physical Education 9 Lifeflearn, Rebecca End date is not within section start and end dates.
No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
3100-3 English 9 Lifeflearn, Dave End date is not within section start and end dates.	3100-3 English 9 Lifeflearn, Dave End date is not within section start and end dates.	3100-3 English 9 Lifeflearn, Dave End date is not within section start and end dates.	3100-3 English 9 Lifeflearn, Dave End date is not within section start and end dates.
No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
4100-5 Physical Science A Aarons, Michigan End date is not within section start and end dates.	4100-5 Physical Science A Aarons, Michigan End date is not within section start and end dates.	4150-5 Physical Science B Aarons, Michigan End date is not within section start and end dates.	4150-5 Physical Science B Aarons, Michigan End date is not within section start and end dates.
No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
End	2100-5 Geography A Clement, Donald	2100-5 Geography B Clement, Donald	2100-5 Geography B Clement, Donald

Restore

Load

Requests

Scheduling Units: 0/28

Effective Date

+ Add Requests

COURSE NAME

UNITS

TYPE

#

English 9 3100-3

4

E

1

Spanish I B 5115-2

2

E

2

Spanish I A 5110-1

2

E

3

Integrated Math I 5110-1

4

E

4

Physical Education 9 7100-5

2

E

5

Health 9 7150-2

2

E

6

Physical Science A 4100-5

2

E

7

Physical Science B 4150-5

2

E

8

Astronomy 4750-1

2

E

9

Geography A 2100-5

2

E

10

Civics 2540-2

2

E

11

Geography B 2100-5

2

E

12

Related Tools

Contact Log

Credit Summary

Ed-Fi Data

Enrollments

Fees

Flags

Forms

Grades

Graduation

Lockers

OLR Athletic Health Info

Person Documents

Profile

Programs

Records Transfer

Report Comments

Schedule

Standards Portfolio

- In pop-up window enter student's enrollment **Start Date**
- Click the blue **Restore** button

Restore Rosters

The student's schedule will be restored as of 7/15/2024.

If these classes exceed capacity, they will be overloaded. Previous constraints for students in the same section will also be restored.

Cross-Site courses will not be included and must be manually added to the student's schedule.

Start Date *

Please enter an effective date for recently dropped courses.

7/15/2024

Today

Clear

Cancel

Restore

- A green pop-up will verify Schedule has been Restored

Enroll a No Show Student Returning After Ten Instructional Days

Steps to enroll No Show students that arrive after 10 instructional days of their original enrollment date.

Navigation: Magnifying Glass > All People > Search and select the returning No Show student > Census > People: Enrollments > New enrollment

- Enter required **Start Date**, **Local Start Status** code, **Grade Level**, **Service Type**
- Optional: Add **Start Comment**
- Click Save (top of screen)

Restore Student's Schedule

- In pop-up window (pictured right) enter student's enrollment start date
- Click the blue Restore button

Restore Rosters

The student's schedule will be restored as of 7/15/2024.

If these classes exceed capacity, they will be overloaded. Previous constraints for students in the same section will also be restored.

Cross-Site courses will not be included and must be manually added to the student's schedule.

Start Date *

Please enter an effective date for recently dropped courses.

7/15/2024

Today

Clear

Cancel

Restore

NOTES

Checking a No Show checkbox	<ul style="list-style-type: none"> • Print Reports showing "No Show" status. • Removes student from Daily Membership counts. • Ends student's membership in class course rosters (schedule remains with student and can be restored if student returns.) • Removes student from Students' table/search and places them in "All People" table/search.
Start and End Dates of 7/1/XXXX	Removes all attendance.
Unchecking a No Show checkbox	Removes all record of "No Show" status.
Hover over the No Show checkbox to see Modified By information	<div> <div>No Show</div> <div>End Date</div> <div> <input checked="" type="checkbox"/> <div></div> </div> <div> <div>Modified By: Administrator, Admin2 - 07/11/2024 23:00:00 -0500</div> </div> </div>
Attendance Aggregation process runs nightly to update attendance statistics such as scheduled minutes, absent minutes, and unexcused absence minutes.	<p>The "Student Absent First Day of Enrollment" Ad Hoc filter relies on the minutes calculations. Attendance Aggregation can be refreshed to ensure the most current data is in attendance tables.</p> <p>https://kb.infinitecampus.com/help/attendance-aggregation-refresh</p> <p>Per article: Only run when today's attendance data, or recent attendance modifications, need to be included, prior to the nightly automatic process. It is recommended this task be run after school hours for a limited number of calendars.</p>

Reports (links to IC Knowledge Base articles)	<ul style="list-style-type: none">• Daily Attendance Report (https://kb.infinitecampus.com/help/daily-attendance-report-insights)• No Show Report (https://kb.infinitecampus.com/help/no-show-report)• Enrollment Summary Report (https://kb.infinitecampus.com/help/enrollment-summary-report)• Enrollment Summary Details Report (https://kb.infinitecampus.com/help/enrollment-summary-details-report)
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