

NC No Show Process

01/26/2025 4:22 pm EST

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

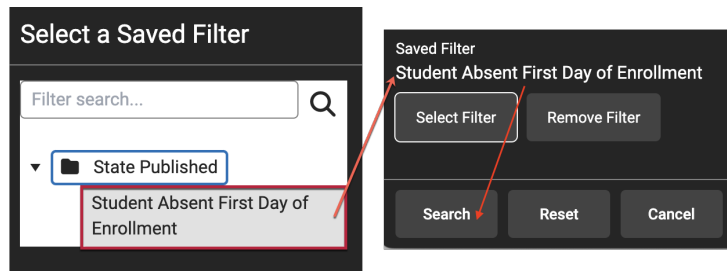
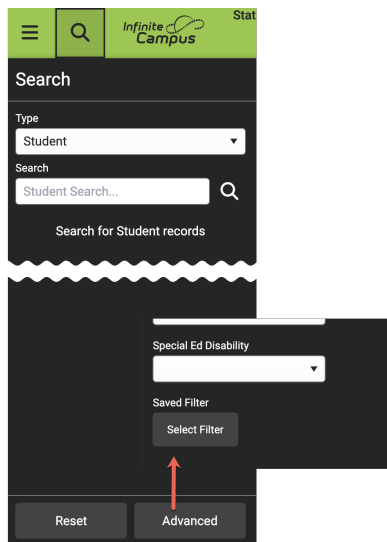
Follow the District/School plan for taking attendance during the first 10 instructional days. Submit attendance by the PSU-designated time for reconciliation.



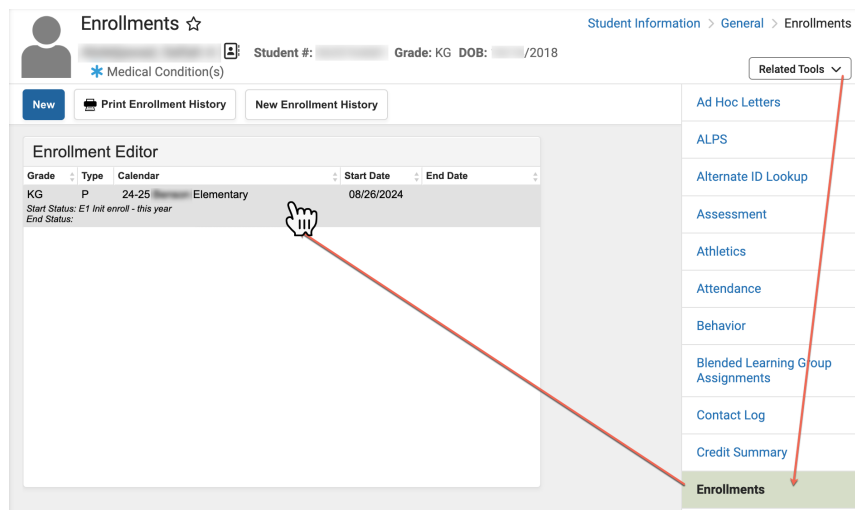
Note: PSU Coordinator creates a local copy of the State Ad-hoc Filter Report: "Student Absent First Day of Enrollment" to identify students that are more than 50% absent on the first day of their enrollment and will be no shown.

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



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



- 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 purposes
 - Enter W2 - Early Leaver Withdrawal

- Enter W1 - Transfer Withdrawal
- Enter other appropriate End Status code
- Optional: Enter "End Comments"
- Click **Save**

Enrollments ☆

Student #: [REDACTED] Grade: 11 DOB: 02/15/2008 Counselor: Emmanuel Counselor

HS Graduation Carpool

Save Delete New Print Enrollment History New Enrollment History Documents

General Enrollment Information

Enrollment ID 91562

Calendar: 24-25 Harrison High

*Start Date: 07/01/2024

No Show:

End Date: 07/01/2024

*Local Start Status: CM1: Init enroll - this year

State Start Status: E1: Init enroll - this year

Start Comments: [Text Area]

CRDC School of Accountability: [Dropdown]

Schedule (read only): Main

*Grade: 11

Class Rank Exclude:

External LMS Exclude:

End Action: [Dropdown]

*Service Type: Primary

Local End Status: [Dropdown]

State End Status: W1: Transfer Withdrawal, W2: Early Leaver Withdrawal, W2T: Comm Coll Adult High School (CCAHS), W3: Death, W4: Early Completer / Midyear Grad, W6: High School Graduate

End Comments: [Text Area]

Rolled From Enrollment ID: 87137

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 LMS 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

Enrollments ☆

Student #: [REDACTED] DOB: [REDACTED] /2018

Medical Condition(s)

Now Print Enrollment History New Enrollment History

Related Tools

Add Person

Contact Log

Demographics

Enrollments

Fees

Enrollment Editor

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

Start Status: E1 Init enroll - this year

End Status:

- 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 #: [REDACTED] DOB: [REDACTED] /2018

* Medical Condition(s)

Save Delete New Print Enrollment History New Enrollment History

General Enrollment Information

Enrollment ID: [REDACTED]

Calendar: 24-25 Elementary Schedule (read only): Main

*Start Date: 08/26/2024 No Show: End Date: [REDACTED]

*Grade: KG Class Rank Exclude: External LMS Exclude:

End Action: [REDACTED] *Service Type: P: Primary

*Local Start Status: E1: Init enroll - this year Local End Status: Select a Value

State Start Status: E1: Init enroll - this year State End Status: [REDACTED]

Start Comments Optional: [REDACTED] End Comments: [REDACTED]

CRDC School of Accountability: Select a Value

Rolled From Enrollment ID: N/A

Future Enrollment

Next Calendar: [REDACTED] Next Schedule Structure: [REDACTED] Next Grade: [REDACTED]

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 - 12/20/2024)	3 (12/23/2024 - 3/21/2025)	4 (3/24/2025 - 6/30/2025)
0	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
1	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.
2	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 Lifelsen, Rebecca End date is not within section start and end dates.	7100-5 Physical Education 9 Lifelsen, Rebecca End date is not within section start and end dates.
3	3100-3 English 9 Lifelsen, Dave End date is not within section start and end dates.	3100-3 English 9 Lifelsen, Dave End date is not within section start and end dates.	3100-3 English 9 Lifelsen, Dave End date is not within section start and end dates.	3100-3 English 9 Lifelsen, Dave End date is not within section start and end dates.
4	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.	4130-5 Physical Science B Aarons, Michigan End date is not within section start and end dates.	4130-5 Physical Science B Aarons, Michigan End date is not within section start and end dates.
End	2100-5 Geography A Clement, Donald	2100-5 Geography A Clement, Donald	2150-5 Geography B Clement, Donald	2150-5 Geography B Clement, Donald

Requests Scheduling Units: 0/28

Related Tools: science Learning Group Assignments, 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

Buttons: Unload, Restore, Load

- 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.

📅

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

Enrollments ☆

Carrison, Khaill Student #: 108293 DOB: 07/20/2008 Counselor: Hunter Counselor

HS Graduation Carpool

Census > People > Enrollments

Related Tools ▾

New

Print Enrollment History

New Enrollment History

Documents

Add Person

Contact Log

Demographics

Enrollments

Fees

ID History

Identities

Impact Aid

Membership in Households

Military Connections

Parking

Enrollment Editor

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
12	P	25-26 Harrison High	07/01/2025	
11	P	24-25 Harrison High (No Show)	07/01/2024	
10	P	23-24 Harrison High	01/01/2024	
09	P	22-23 Harrison High	07/01/2022	
08	P	21-22 Fillmore Middle School	07/01/2021	
07	P	20-21 Fillmore Middle School	07/01/2020	
06	P	19-20 Fillmore Middle School	07/01/2019	06/19/2020
05	D	18-19 Arthur Elementary (1-5)	07/02/2018	

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

Enrollments ☆

Student #: [redacted] DOB: [redacted] '2008 Counselor: Hunter Counselor

HS Graduation Carpool

Save New Enrollment History Documents

Enrollment Editor

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
12	P	25-26 Harrison High	07/01/2025	
11	P	24-25 Harrison High(No Show)	07/01/2024	
10	P	23-24 Harrison High	01/01/2024	
09	P	22-23 Harrison High	07/01/2022	

General Enrollment Information

Enrollment ID

*Calendar: 24-25 Harrison High

*Schedule: Main

*Grade: 11

Class Rank Exclude: External LMS Exclude:

*Start Date: 07/12/2024 No Show: End Date: [calendar icon]

*Local Start Status: E1: Init enroll - this year

End Action: [dropdown]

*Service Type: P: Primary

Local End Status: [dropdown]

State Start Status: E1: Init enroll - this year

State End Status: [dropdown]

Start Comments: Optional [text area]

End Comments: [text area]

CRDC School of Accountability: [dropdown]

Rolled From Enrollment ID: N/A

Future Enrollment

Next Calendar: [dropdown] Next Schedule Structure: [dropdown] Next Grade: [dropdown]

State Reporting Fields

State Exclude:

*Admission Status: MST1: Member - Standard Day Program

Year-Round Transfer Days Override: 0

Resident District: [dropdown] Resident School: [dropdown] Serving District: [dropdown] Serving School: [dropdown]

Restore Student's Schedule

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

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

✕

Restore Rosters

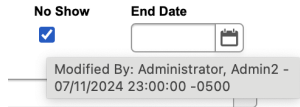
The student's schedule will be restored as of 7/15/2024.
 If these classes exceed capacity, they will be overloaded. Previous constraints for students in the same section will also be restored.
 Cross-Site courses will not be included and must be manually added to the student's schedule.

Start Date *
 Please enter an effective date for recently dropped courses.

7/15/2024 [calendar icon] Today Clear

Cancel Restore

NOTES

<p>Checking a No Show checkbox</p>	<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.
<p>Start and End Dates of 7/1/XXXX</p>	<p>Removes all attendance.</p>
<p>Unchecking a No Show checkbox</p>	<p>Removes all record of "No Show" status.</p>
<p>Hover over the No Show checkbox to see Modified By information</p>	
<p>Attendance Aggregation process runs nightly to update attendance statistics such as scheduled minutes, absent minutes, and unexcused absence minutes.</p>	<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. 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>
<p>Reports (links to IC Knowledge Base articles)</p>	<ul style="list-style-type: none"> • Daily Attendance Report • No Show Report • Enrollment Summary Report • Enrollment Summary Details Report
<p>IC Passport Course:</p>	<p>Supplemental Content: North Carolina</p>