

NC No Show Process

08/28/2025 1:56 pm 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

When a student is no showed and the record remains a no-show during the nightly sync, the student will automatically be removed from third-party applications such as TIMS, Clever, Canvas, and others.

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 PSUdesignated 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: Search Student > Advanced > Saved Filter > Select Filter > "Student Absent First Day of Enrollment" > Search



Selec	ct a Saved Filter	Saved Filter				
· · · · ·			∱Student Absen	nt First Day of	Enrollment	
Filter	search Q		Select Filter	Remove F	Filter	
		$\left \right $		J		
	State Published					
	Student Absent First Day of Enrollment		Search	Reset	Cancel	

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

Enrollments & Stud	ent Information > General > Enrollments Related Tools v
New 🖶 Print Enrollment History New Enrollment History	Ad Hoc Letters
Enrollment Editor	ALPS
Grade 💠 Type Calendar 💠 Start Date 💠 End Date	Alternate ID Lookup
KG P 24-25 Elementary 08/26/2024 Start Status: Ef Init enroll - this year End Status:	Assessment
Y Y	Athletics
	Attendance
	Behavior
	Blended Learning G oup 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)
 - $\circ~$ 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 second secon	Car	Enrollment History	New Enrollment History	Documents	
General Enrollment In	formatio	on			-
Enroliment ID 91562					
Calendar 24-25 Harrison High *Start Date	o Show	Schedule (read only) Main T End Date	*Grade 11 ▼ End Action	Class Rank Exclude	External LMS Exclude
07/01/2024	2	07/01/2024	Local End Status	P*Primary •	•
CM1: Init enroll - this year State Start Status E1: Init enroll - this year		X Y	Select a Value	W1: Transfer Withdrawal W2: Early Leaver Withdr. W2T: Comm Coll Adult H	awal ligh School (CCAHS)
Start Comments			End Comments	W3: Death W4: Early Completer / M W6: High School Gradua	idyear Grad Ite
CRDC School of Accountability					

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 nonattended days, see "Enroll a No Show Student returning after ten instructional days".

Navigation: Search All People > Search and Select Student > Census > People: Enrollments > Current Year enrollment record

Enrollments 🕁 Cens	sus > People > Enrollments
Student #: DOB: /2018 Medical Condition(s)	Related Tools 🗸
New 🖶 Print Enrollment History New Enrollment History	Add Person
Enrollment Editor	Contact Log
Grade to Type Calendar to Start Date to End Date	Demographics
KG P 24-20 Elementary US/20/20/24 Start Status: En internol - this year	Enrollments
	Fees

- 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 🏠					
Medical Condition(Student #:	DOB: /2	018		
Save Delete New 🚍	Print Enrollment History	New Enrollment His	story		
General Enrollment Inform	nation				-
Enrollment ID					
Calendar	Schedule (read only)	*Grade	Class Rank Exclude	External LMS Exclude	
24-25 Elementary	Main 🔻	KG 🔻			
*Start Date No Show	End Date	End Action	*Service Type		
08/26/2024		· · · · · ·	P: Primary	*	
*Local Start Status		Local End Status)	
E1: Init enroll - this year	× •	Select a Value		•	
		End Comments			
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CRDC School of Accountability Select a Value Future Enrollment	Y			Rolled From Enrollment I	D: N/A
CRDC School of Accountability Select a Value Future EnrolIment Next Calendar	*	Next Schedule Stre	ucture	Rolled From Enrollment I Next Grade	D: N/A —
CRDC School of Accountability Select a Value Future EnrolIment Next Calendar State Reporting Fields	¥.	Next Schedule Stru v	ucture	Rolled From Enrollment I Next Grade	D: N/# —
CRDC School of Accountability Select a Value Future Enrollment Next Calendar State Reporting Fields State Exclude 'Admission Status	¥	Next Schedule Str	ucture Year-1	Rolled From Enrollment I Next Grade	D: N//
CRDC School of Accountability Select a Value Future EnrolIment Next Calendar State Reporting Fields State Exclude Admission Status MST1: Member - Standard Day Program	¥	Next Schedule Stre	ucture Year-1 0	Rolled From Enrollment I Next Grade	D: N/A — ide
CRDC School of Accountability Select a Value Future Enrollment Next Calendar State Reporting Fields State Exclude Admission Status MST1: Member - Standard Day Program Resident District Re	v saident School	Next Schedule Stre v	ucture Year-I 0 Servin	Rolled From Enrollment I Next Grade T Round Transfer Days Overr ang School	D: N//

Restore Student's Schedule

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

1	Computer Science	Pathway								Related Tools
1	Filter 🗸 🌣 Settings					Requests se	hedulin	g Units:	<u>0</u> 28	Assignments
	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)	>	Effective Date				Contact Log
	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	sts				ä	Credit Summary
	No Scheduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course	anbei	+ Add Requests				Ed-Fi Data
	1100-8	1100-8	1100-8	1100-8 and Integrated Math I End date is not within section						
	Integrated Math I G End date is not within section	Integrated Math I G End date is not within section	Integrated Math I End date is not within section			COURSE NAME	UNITS	TYPE	#	Enrollments
_	start and end dates.	start and end dates.	start and end dates.		arch	DROPPED				Fees
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	Unload Ineduled Course	No Scheduled Course	No Scheduled Course	No Scheduled Course		2640 - 2 Geography B	2	E	1 •	Records Transfer
	End 🚽	2100-5	2150-5	2150-5		2150 - 5	2		1	l Descart Comments
		Geography A	Geography B	Geography B						Report Comments

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

1 I	The student's schedule will be restored as of 7/15/2024. If these classes exceed capacity, they will be overloaded. Previous constraints
f	or students in the same section will also be restored. Cross-Site courses will not be included and must be manually added to the
5	tudent's schedule.
Star Plea	tudent's schedule. t Date * se enter an effective date for recently dropped courses.

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

	Enrollments 🏠		
Ď	Carrison, Khalil 📑 Student	#: 108293 DOB: 07/20/2008 ol	Counselor: Hunter
New	Print Enrollment History	lew Enrollment History Doc	uments
Enroll	ment Editor		
Grade 👙	Type Calendar (Schedule Name)	🗧 Start Date 💠	End Date
12 Start Status: End Status:	P 25-26 Harrison High CM1 Init enrol - this year	07/01/2025	
11 Start Status: End Status:	P 24-25 Harrison Hig No Sho CM1 Init enrol - this year 11 Early Leaver Withdrawel No. Show past 10	07/01/2024	
10 Start Status:	P 23-24 Harrison High CM1 Init enrol - this year	01/01/2024	
09 Start Status:	P 22-23 Harrison High CM1 Init enrolf - this year	07/01/2022	
End Status: 08 Start Status:	P 21-22 Fillmore Middle School	07/01/2021	
End Status: 07	P 20-21 Fillmore Middle School	d 07/01/2020	
End Status:	P 19-20 Fillmore Middle Schor	07/01/2019	06/19/2020
Start Status: End Status:	00 Init enroll - this year 40 Retained	. 0//0//2018	00.102020
05	D 19.10 Arthur Elementary (1.)	07/02/2018	

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

esiden	n District		resident	301001		Serving District		Jerving Sci		
MST1: I	Member - S	tandard Day Program	Poold	*		Serving Distri-+		0 Sender Col	aal	
Admise	cclude	•						Year-Round	l Transfer Days (Override
State	e Repo	rting Fields								-
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lext Ca	lendar					Next Schedule Str	ucture		Next Grade	
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Select	a Value		Ŧ					Roli	ed From Enrollm	ent ID: N
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art Co	omments (puonai				End Comments				
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Local S	Start Status	5			Г —	Local End Status				
07/12/2	024 🛗)			•	P: Primary	•		
Start D	ate	··· · ·	Show	End Date		End Action	*Service Type	/ Ü		
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nrollm	ent ID				2		Olean Darik Fusikad			-
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0	Р	23-24 Harrison H	ligh		01/01/202	4				
1	Ρ	24-25 Harrison H	ligh(No Show)	07/01/202	4				
2	P	25-26 Harrison H	ligh		07/01/202	5				
Grade	± Type	Calendar (Schedul	e Name)	<u>.</u>	Start Date	≜ End Date				
Enro	allmont	Editor								
Save	New	Enrollment Histor	y Docur	nents						
	1 I I I	IS Graduation								
			Student #	DO	B:	2008 Counselo	r: Hunter Counselo	r		

Restore Student's Schedule

Navigation: 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.	8
Start Date * Please enter an effective date for recently dropped courses. 7/15/2024 Today Clear	
Cancel	re

NOTES

Checking a No Show checkbox	 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	No Show End Date
Attendance Aggregation process runs nightly to update attendance statistics such as scheduled minutes, absent minutes, and unexcused absence minutes.	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 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.

	• Daily Attendance Report (https://kb.infinitecampus.com/help/daily-attendance- report-insights)
Reports	 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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