



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

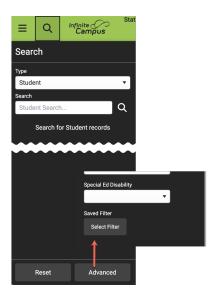
Follow the District/School plan for taking attendance during the first 10 instructional days. Submit attendance by the PSU-designated time for reconciliation.

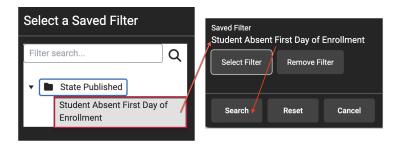


Note: PSU Coordinator creates a local copy of the State Ad-hoc Filter Report: "Student Absent First Day of Enrollment" to identify students that are more than 50% absent on the first day of their enrollment and will be no shown.

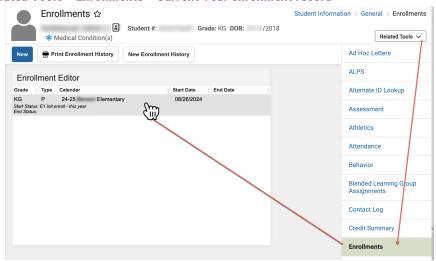
Filter Search: Student Absent First Day of Enrollment

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



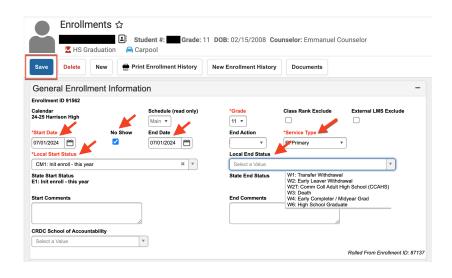


Select Student > Related Tools > Enrollments > Current Year enrollment record



• Enter 7/1/XXXX "Start Date"

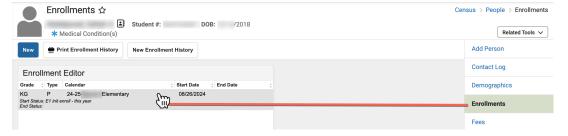
- Leave "Local Start Status"
- Select the No Show Checkbox
- Enter 7/1/XXXX "End Date"
- Input a "Local End Status" (ref. SASA manual for End Status codes)
 - Leave blank during 1st 10 Days for auditing purpose
 - o Enter W1 Transfer Withdrawal
 - Enter other appropriate End Status code
- Optional: Enter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



Enroll a No Show Student Returning Within Ten Instructional Days

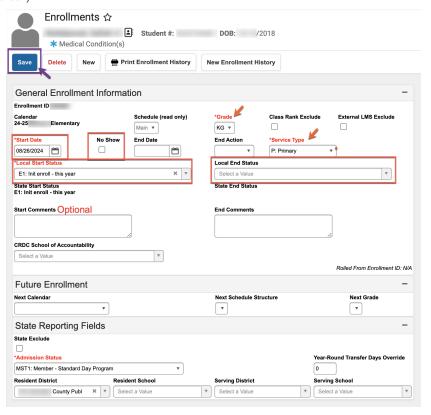
Steps to enroll **No Show** students that arrive within 10 instructional days of their original enrollment date. For arrivals after 10 non-attended days, see "Enroll a No Show Student returning after ten instructional days".

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



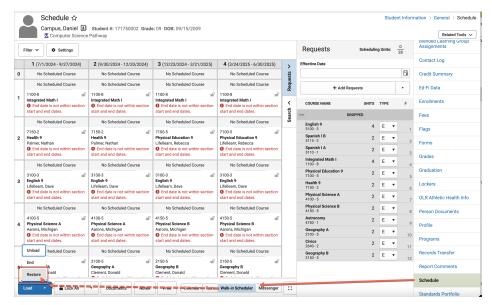
- Update the Start Date
- Uncheck the No Show checkbox
- Verify/Update Local Start Status code

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

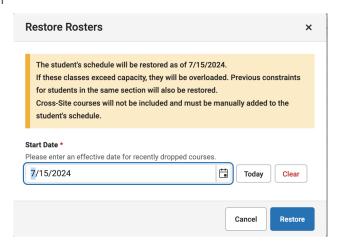


Restore Student's Schedule

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



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

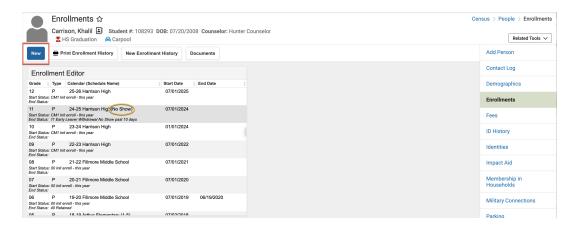


• A green pop-up will verify Schedule has been Restored

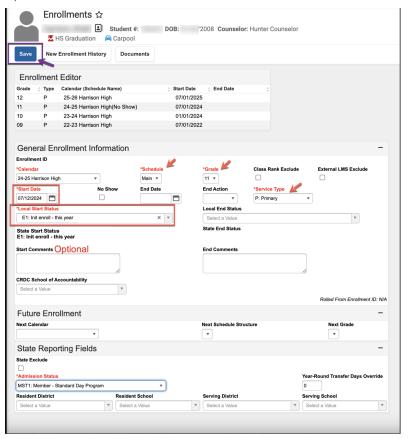
Enroll a No Show Student Returning After Ten Instructional Days

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



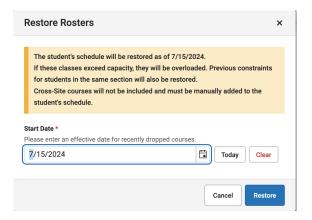
- Enter required Start Date, Local Start Status code, Grade Level, Service Type
- Optional: Add Start Comment
- · Click Save (top of screen)



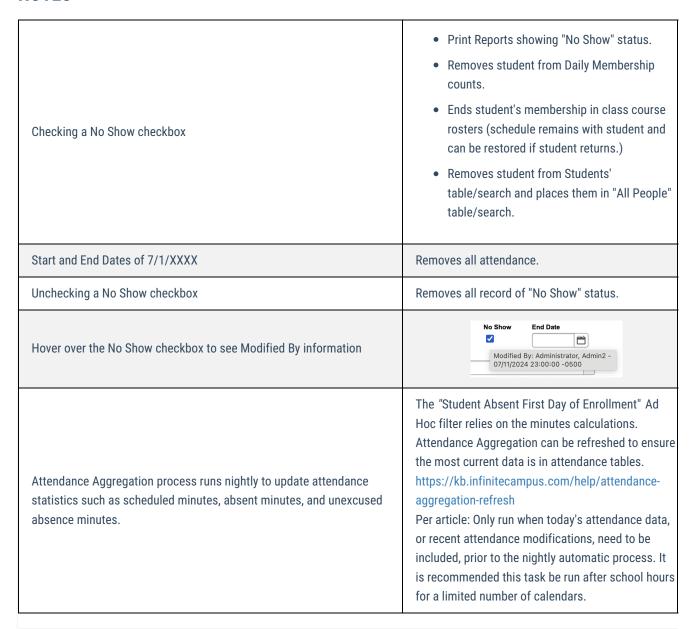
Restore Student's Schedule

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



NOTES



Reports (links to IC Knowledge Base articles)	 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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