

# No Show Start of School

06/02/2026 3:31 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 first day of enrollment during a current school year.

## First Ten Day Options

- **Process No Show Students beginning Day One**
  - No show student records on the first day of the school year or the student's enrollment start date.
- **Process No Show Students after Day One**
  - Students are marked absent until they are present for at least fifty percent of the instructional day or the eleventh instructional day is reached and then the student must be **no showed**.
  - If a student returns within the first ten instructional days, use the No Show Student Returning Within Ten Instructional Days process to update the student's enrollment.
- **Move Enrollments Forward Each Day**
  - Manually update student's enrollment start date, section roster start dates (schedule), and remove attendance prior to the updated start date.
  - Students should be no showed by eleventh instructional day of the school year.



**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 (i.e. TIMS, Clever, Canvas, ECATS).**

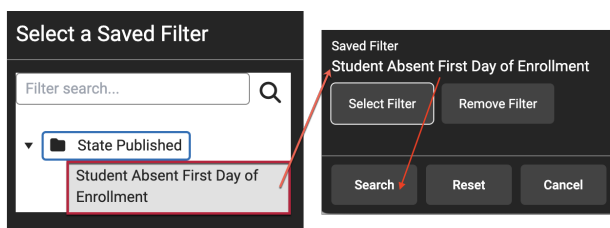
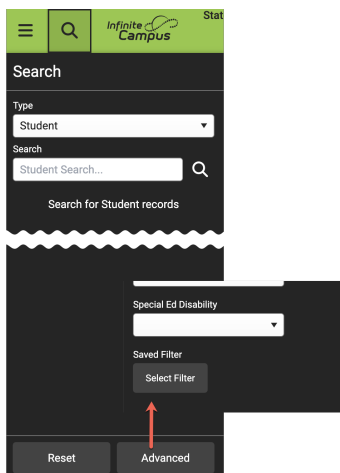
Follow the District/School plan for taking attendance during the first ten instructional days. Submit attendance by the PSU designated time for reconciliation.

## Student Absent First Day of Enrollment Filter

NCDPI has provided a "Student Absent First Day of Enrollment" ad hoc that identifies students who are absent for more than half of the instructional minutes on their first day of enrollment. Coordinators may need to create a local copy of the filter to share with user groups as necessary.

Use the provided filter to search for students who were absent on their first day of enrollment. Attendance calculations are updated nightly with the Attendance Aggregation process. Attendance can be refreshed before the nightly process in order to use the provided ad hoc filter. The [Attendance Aggregation Refresh | Infinite Campus](https://kb.infinitecampus.com/help/attendance-aggregation-refresh) (https://kb.infinitecampus.com/help/attendance-aggregation-refresh) article recommends running the refresh only when today's attendance data or recent attendance modifications need to be included prior to the nightly automated process. It is also recommended this task be run after school hours for a limited number of calendars.

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



## No Show Student Enrollment

Processing a student as a no show will:

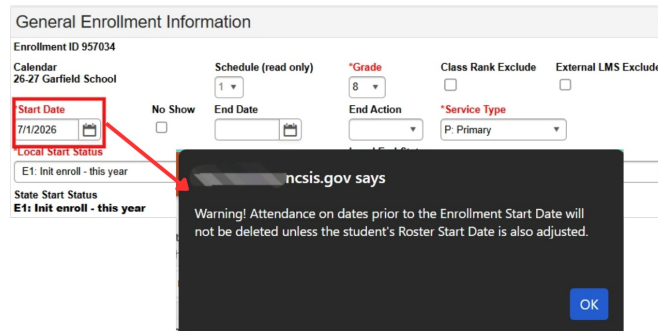
- Remove the student from daily membership counts (and third-party extracts)
- End the student's enrollment in class rosters (the student's schedule can be restored in walk-in scheduler upon return)
- Remove the student from the Student search (the student can still be searched using All People)

**Navigation: Select Student > Student Information > General > Enrollments**

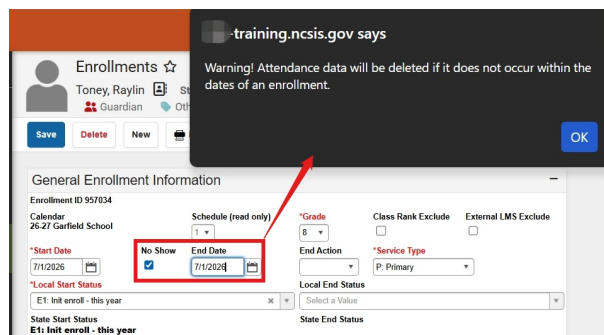
- Select the **Enrollment** record.

Enrollment Editor				
Grade	Type	Calendar	Start Date	End Date
8	P	26-27 Garfield School	08/24/2026	
Start Status: E1 Init enroll - this year				
End Status:				

- Enter Start Date of **7/1/XXXX**.
  - A warning message will appear that attendance will be deleted. Click **OK** to close the warning message.
  - Using the 7/1/XXXX date removes all attendance for the student.
- Leave **Local Start Status**.



- Check the **No Show Checkbox**.
- Enter End Date of **7/1/XXXX**.



- Select a **Local End Status** (ref. [SASA manual](https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) for End Status codes).
- Enter **End Comments**. (optional)
- Click **Save**.

## Enroll a No Show Student Returning Within Ten Instructional Days

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

### Update Enrollment

*Navigation: Search **All People** > **Census** > **People** > **Enrollments***

- Select the **No Show Enrollment** record.

Grade	Type	Calendar	Start Date	End Date
4	P	26-27 Buchanan School(No Show)	07/01/2026	07/01/2026

*Start Status: E1 Init enroll - this year  
End Status: W1 Transfer Withdrawal*

- Update the **Start Date** to be the first day the student attended.
- Uncheck the **No Show checkbox**. This will remove all records of the "no show" status.
- Verify/Update **Local Start Status** code.

- Remove **Local End Status** code.
- Remove **End Date**.

General Enrollment Information

Enrollment ID 956244

Calendar 26-27 Buchanan School

Schedule (read only) Main

\*Grade 4

Class Rank Exclude

External LMS Exclude

\*Start Date 08/31/2026

No Show

End Date

End Action

\*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

- Verify **Grade** and **Service Type**.
- Enter a **Start Comment**. (optional)
- Click **Save**.

Save Delete New Print Enrollment History New Enrollment History

General Enrollment Information

Enrollment ID 956244

Calendar 26-27 Buchanan School

Schedule (read only) Main

\*Grade 4

Class Rank Exclude

External LMS Exclude

\*Start Date 08/31/2026

No Show

End Date

End Action

\*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

## Restore Student's Schedule

Navigation: *Menu > Student Information > General > Schedule > Walk-In Scheduler*

- Click the **triangle** in the Load button to open the menu. Click **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 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.
3	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.
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.	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.
	Unloaded Course	No Scheduled Course	No Scheduled Course	No Scheduled Course
	End	2100-5 Geography A Clement, Donald	2150-5 Geography B Clement, Donald	2150-5 Geography B Clement, Donald

Requests

Scheduling Units: 0/28

Effective Date

+ Add Requests

COURSE NAME	UNITS	TYPE	#
DROPPED			
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 1100-8	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
Chivs 2840-2	2	E	11
Geography B 2150-5	2	E	12

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

Load

- In the 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 ten instructional days of their original enrollment date.

### Create New Enrollment

*Navigation: Search All People > Census > People > Enrollments*

**Enrollments** ☆

Carrison, Khalil ID 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

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
12	P	25-26 Harrison High	07/01/2025	
<i>Start Status: CM1 Init enroll - this year</i>				
<i>End Status:</i>				
11	P	24-25 Harrison High (No Show)	07/01/2024	
<i>Start Status: CM1 Init enroll - this year</i>				
<i>End Status: 11 Early Leaver Withdrawal No Show past 10 days</i>				
10	P	23-24 Harrison High	01/01/2024	
<i>Start Status: CM1 Init enroll - this year</i>				
<i>End Status:</i>				
09	P	22-23 Harrison High	07/01/2022	
<i>Start Status: CM1 Init enroll - this year</i>				
<i>End Status:</i>				
08	P	21-22 Fillmore Middle School	07/01/2021	
<i>Start Status: 00 Init enroll - this year</i>				
<i>End Status:</i>				
07	P	20-21 Fillmore Middle School	07/01/2020	
<i>Start Status: 00 Init enroll - this year</i>				
<i>End Status:</i>				
06	P	19-20 Fillmore Middle School	07/01/2019	06/19/2020
<i>Start Status: 00 Init enroll - this year</i>				
<i>End Status: 40 Retained</i>				
05	D	18-19 Arthur Elementary (1-5)	07/01/2018	

[Add Person](#)  
[Contact Log](#)  
[Demographics](#)  
**Enrollments**  
[Fees](#)  
[ID History](#)  
[Identities](#)  
[Impact Aid](#)  
[Membership in Households](#)  
[Military Connections](#)  
[Parking](#)

- Click **New**.
- Enter required **Start Date, Local Start Status, Grade Level, Service Type**.
- Add **Start Comment**. (optional)
- Click **Save**.

**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

\*Start Date: 07/12/2024 End Date: No Show End Action: End Date \*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: Select a Value

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: Resident School: Serving District: Serving School:

## Restore Student's Schedule

Navigation: Menu > Student Information > General > Schedule > Walk-In Scheduler

- Click the **triangle** in the Load button to open the menu. Click **Restore**.

**Schedule** ☆

Campus, Daniel Student #: 171750002 Grade: 09 DOB: 09/15/2009

Computer Science Pathway

Filter: Settings

Requests

Scheduling Units: 0/28

Effective Date: Add Requests

EDFI Data

Enrollments

Flags

Forms

Grades

Graduation

Lockers

OUR Athletic Health Info

Person Documents

Profile

Programs

Records Transfer

Report Comments

Schedule

Standards Portfolio

Request	Request	Request	Request
0 No Scheduled Course	0 No Scheduled Course	0 No Scheduled Course	0 No Scheduled Course
1 1100-8 Integrated Math I	1 1100-8 Integrated Math I	1 1100-8 Integrated Math I	1 1100-8 Integrated Math I
2 7150-2 Health 9	2 7150-2 Health 9	2 7100-5 Physical Education 9	2 7100-5 Physical Education 9
3 3100-3 English 9	3 3100-3 English 9	3 3100-3 English 9	3 3100-3 English 9
4 4100-5 Physical Science A	4 4100-5 Physical Science A	4 4150-5 Physical Science B	4 4150-5 Physical Science B
End	End	End	End

Load: Restore

- In pop-up window, enter student's enrollment **Start Date**.
- Click the **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.

## Move Enrollments Forward

- Delete attendance
- Change the section start dates
- Change the enrollment start date
- OR No Show, Un No Show and Restore Schedule

## No Show Report

*Navigation: Menu > Student Information > Reports > No Show Report*

- Use the [No Show Report | Infinite Campus](https://kb.infinitecampus.com/help/no-show-report) (<https://kb.infinitecampus.com/help/no-show-report>) to list students that have a No Show status.
- Verify that students listed have all required fields including the Start and End Dates of 7/1/XXXX, Local Start Status, and Local End Status.



**TANGO - Process No Show After Day 1** (<https://app.tango.us/app/workflow/Processing-No-Show-Students-After-Day-1-d6984dc0c10b40fc945abd608cf9561a>)