Summer No Show Process

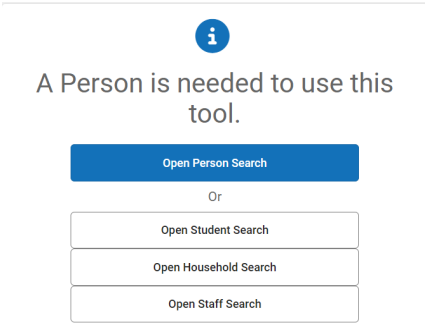
06/29/2026 3:17 pm EDT

Use the Summer No Show Process when a student's enrollment ends after the previous school year, but before the new school year begins.

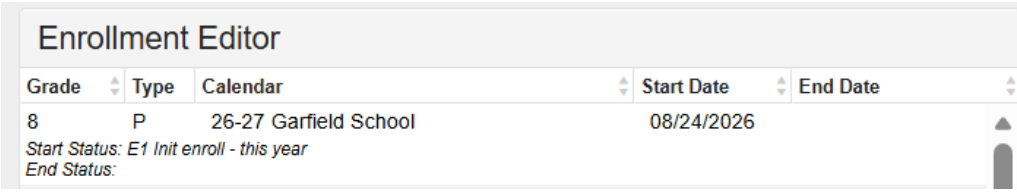
- Follow all guidelines for withdrawing students in accordance with the SASA (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394)Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) and your local PSU procedures.
- If the student is transferring outside of the PSU, end All Student Programs. See the Programs (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/programs) articles for more information.
- Process the student's enrollment as a **No Show.**
- Refer to the steps in the No Show Start of School (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/no-show-process-start-of-school) article for the steps to end the student's enrollment for the current school year.

Navigation: Menu > Search Student > Student Information > General > Enrollments

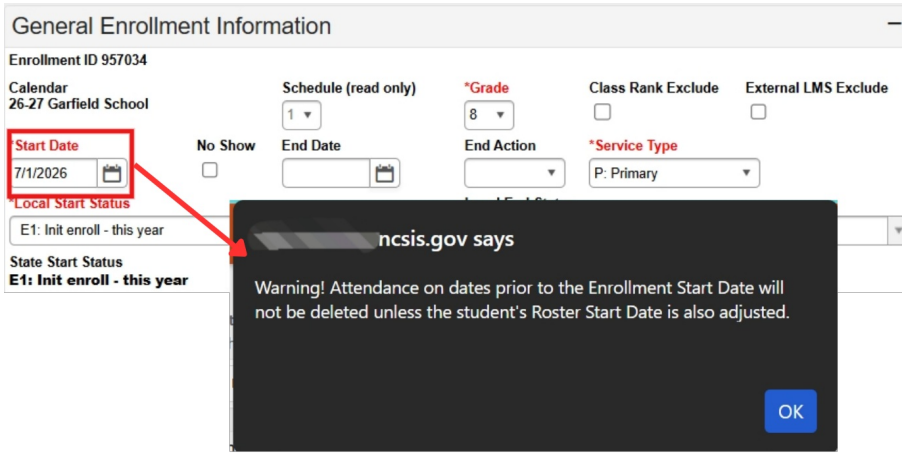
- **Select a Student:** If a student is not selected, click Open Student Search tool to search by the student's name. Search for student's using advanced searches or Ad Hoc Filters as needed. Select the student's name to open the Enrollments tool. If a student was already selected, the Enrollments tool will open automatically.



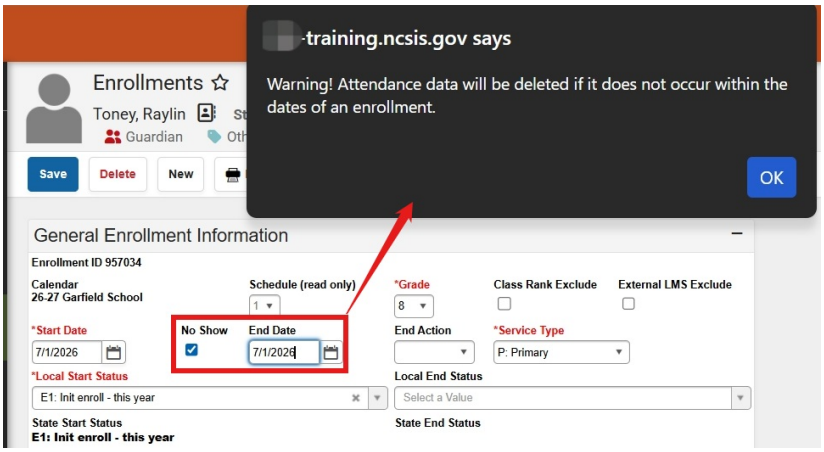
- Select the student's **Current Enrollment**.



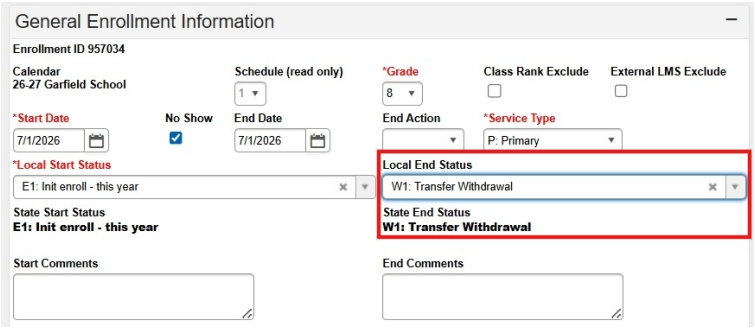
- Change the Start Date to **7/1/YYYY**. A warning message will appear that attendance will be deleted. Click **OK** to close the warning message.



- Check the **No Show** checkbox.
- Add an End Date of **7/1/YYYY**. A warning message will appear that attendance will be deleted. Click **OK** to close the warning message.



- Enter a **Local End Status** that reflects the appropriate status based on the student's withdrawal situation. Refer to the SASA (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394)Manual (https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/student-accounting#SASAManual-1394) to ensure the correct end status code is used.
- Use **End Comments** to provide additional details regarding the student's withdrawal in the NCSIS. (optional)
- Click **Save** to update the record.



If a student returns during the school year following a summer no-show record, add a new enrollment following the Student Enrollment Checklist (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/enrollment-checklist).