

Summer No Show Process


06/24/2026 7:13 am 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) (<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) (<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) (<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) (<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.



A Person is needed to use this tool.

Open Person Search

Or

Open Student Search

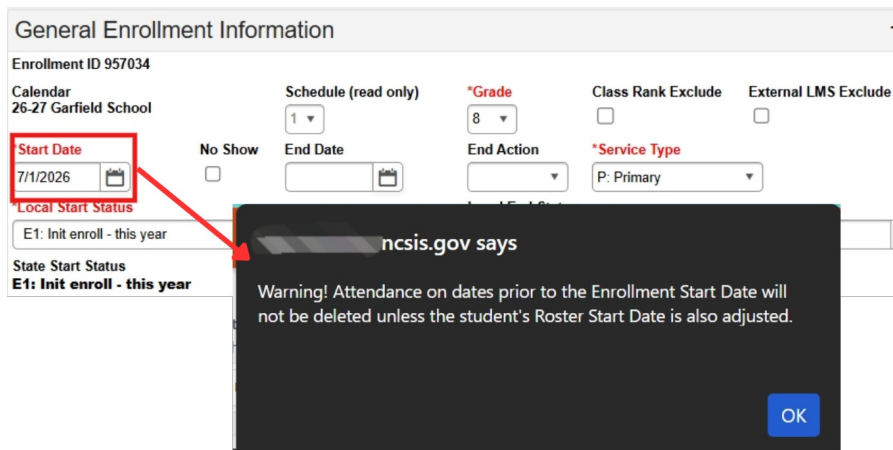
Open Household Search

Open Staff Search

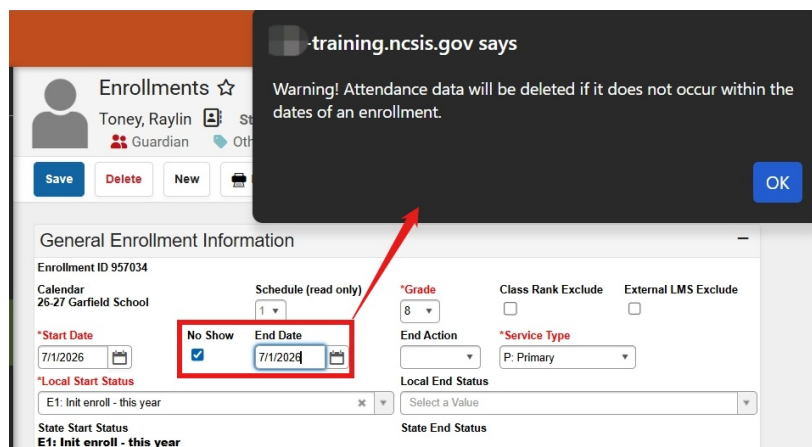
- Select the student's **Current Enrollment**.

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

- 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 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>) 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.

General Enrollment Information

Enrollment ID 957034

Calendar
26-27 Garfield School

Schedule (read only) 1

*Grade 8

Class Rank Exclude

External LMS Exclude

*Start Date 7/1/2026

No Show

End Date 7/1/2026

End Action

*Service Type P: Primary

*Local Start Status
E1: Init enroll - this year

Local End Status
W1: Transfer Withdrawal

State End Status
W1: Transfer Withdrawal

Start Comments

End Comments

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) (https://ncdepartmentofpublicinstruction.knowledgeowl.com/home/enrollment-checklist).

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