

Summer End Enrollment

08/22/2024 4:44 pm EDT

Use the Summer End Enrollment 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 Manual](#) and your local PSU procedures.
- Process the end enrollment as a No Show.
- Refer to the steps in the [NC No Show Process](#) article for the steps to end the student's enrollment for the current school year.

Navigation: [Search Student](#) > [Student Information](#) > [General](#) > [Enrollments](#)

Summer End Enrollment Reminders

- Change the Start Date to 7/1/XXXX.
- Check the No Show checkbox.
- Add an End Date of 7/1/XXXX.
- Ensure the local end status reflects the appropriate status code based on the student's withdrawal situation.
- Use End Comments to provide additional details regarding the student's withdrawal in the NCSIS. (optional)

If a student returns during the school year following a summer no-show record, add a new enrollment following the [Student Enrollment Checklist](#).
