

NO SHOW PROCEDURE

A no-show is a student who has not attended one day (**class**) for the current school year.

When contacted by another WCSD school or a district sponsored charter school where the student is enrolling, delete the 25-26 line of enrollment so that they may enroll the student.

Note: The district sponsored charter schools are Ace, Bailey Charter, Coral Academy, enCompass, High Desert Montessori, Mariposa Academy, and Sierra Nevada.

Follow the steps below for any student not returning to your school site and **not going to another WCSD school or district sponsored charter school.**

1. Open the student's 25-26 line of enrollment.
2. Mark the no-show box. If the box is not marked this will show the student as being in attendance for 1 day.
3. Input an End Date- Use the first day of school.
4. Input an End Status – Input the correct status indicating why the student is not returning.
5. Input any End Comments, e.g. Mom called student moving to California.
6. Use W3e5 for students who have been no-showed for reasons unknown.
7. Do not create a withdrawal line in the withdrawal tab for no-shows.

Transcripts: Once grades are posted and rolled to the transcripts, please run the no show report on **June 18th** in IC to identify all students that were no-showed for the upcoming school year. Then follow the steps below.

1. Print the student's transcript, sign it, and scan the transcript to OnBase.
 - Transcripts > ES
 - Transcripts > MS
 - Transcripts > HS



Follow the steps below for any student previously no-showed for the current school year.

1. If a student has been no-showed with w3e5 (reason unknown) and you later receive notification that the student has enrolled at an out of state, country, or out of district school, update the end status in IC accordingly.
2. If a student has been no-showed and they return later in the school year to enroll, please use the same line of enrollment to enroll the student, by updating the start date, clearing the no show box, removing the end date and end status.
3. If a student who was no-showed at another **WCSD school or district sponsored charter school**, comes to enroll, please contact the no show school and have them delete the no show line so student may be enrolled. (Please note: Prevents 2 lines of enrollment for the same school year).

Example:

General Enrollment Information

Calendar
16-17 RENO HIGH SCHOOL

***Start Date**  **No Show** ☒ **End Date** 

***Start Status**
01: Original Entry

Start Comments

Schedule (read only)
Main **End Date**

***Grade**
10 **End Action**

***Service Type**
P: Primary

Class Rank Exclude
☐

End Status
W2d: Out of State

Dropout
☐

End Comments
Moved to California