An enrollment status of 'No Show' indicates a student who was enrolled in a district at the end of the prior year, but did not show up for the current school year. These records are used in determining whether a student is considered a drop-out for state and federal reporting. These records are also used by the district to track what is known about the student's whereabouts.

If the district receives a record request over the summer:

- DO NOT change the previous year end status for the student. If the student finished the year in the district he/she should have a CO1 end status.
- **Steps:**
    1. Change the start status on the student's current year enrollment to "NS: No Show".
    2. Enter the end date. This will be the same date as the start date.
    3. Enter the appropriate end status.
- The 'No Show' checkbox will be automatically checked when the record is saved.

If the student officially drops out over the summer:

- DO NOT change the previous year end status for the student. If the student finished the year in the district he/she should have the CO1 end status.
- **Steps:**
    1. Change the start status on the student's current year enrollment to "NS: No Show".
    2. Enter the end date. This will be the same date as the start date.
    3. Enter W25 for the end status.
    4. Optional: Enter the Dropout Reason and Dropout Questionnaire Date. (This can be entered later, if it is not yet available.)
- The 'No Show' checkbox will be automatically checked when the record is saved.

If the student moves to another school within the district:

- Use the student locator to enroll the student.
- An arrow in front of the student's name will indicate that the student is already in the district.
- After the student is enrolled in the new school the enrollment can be deleted in the previous school. The student would not be considered a true 'No Show' in that district, so the record can be deleted at that school. (This usually must be done by a district administrator.)

If a student does not show up on the first day of school:

- Teachers will take attendance the first day of school.
- Office staff SHOULD NOT use the Attendance Wizard on the first day of school.
- Any student who is on the caller report (Attendance> Daily Attendance> Caller Report) and has not signed in by the end of the day should be marked as 'No Show' using the following procedure:

1. Leave the Start Date as the 1st day of school
2. Change the Start Status from 'E01' to 'NS-No Show'
3. Enter the End Date as the 1st day of school
4. Enter an End Status based upon what you know about that student. If you know they have enrolled in another school district in KY, enter a W22. If the student has moved out of state or out of the country, enter a W29. In the comment field, enter information about where the student has gone. If you don't know anything regarding the student's whereabouts, enter a W24. The code can be changed when a records request is received or the district finds out more information regarding the student.

- The 'No Show' check box will be automatically selected when you click save.

If the student shows up the next day, next week, etc.:
- Enter a new enrollment record with the appropriate entry code.
- DO <u>NOT</u> delete the 'No Show' enrollment. A 'No Show' enrollment record can only be deleted if the student is a 'No Show' at one school, but enrolls in another school in the same district on the first day of school.

To obtain a list of all 'No Shows' in the district:
- Run the No Show Report found in Infinite Campus under Student Information > Reports

KDE Contact

Samantha Engstrom
Office of Finance & Operations
Division of District Support
4th Floor, 300 Sower Blvd
Frankfort, KY 40601
502-564-5279 ext.4434
Samantha.engstrom@education.ky.gov

Field Staff Contacts

Sheila Harned
270-705-9158
Sheila.harned@education.ky.gov

Scott Rose
606-776-0798
Scott.rose@education.ky.gov

Ruth Wilkes
859-583-3417
Ruth.wilkes@education.ky.gov