

KDE User Reference

Procedures for No Show Students

No Show records are used in the Non-Academic report to determine if students who were in a district at the end of the prior year but not at the beginning of the next year are drop outs or not. 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 COY 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 2009-2010 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 COY 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 2009-2010 start date.
 3. Enter W25 for the end status.
 4. 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 a No Show using the following procedure.
- **Steps:**

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, moved to another state or out of the country, enter a W22. 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 NOT 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:

You must create an ad hoc query to locate all No Shows in the district:

Steps:

- Go to Ad Hoc Reporting> Filter Designer
 - Select "Create a pass-through SQL Query" and "Census/Staff"
 - Click Next
 - Enter a name for the query under the Filter Name box (e.g., No Shows 2009-2010).
 - In the top box enter "JOIN enrollment e on individual.personID = e.personID". *Do not copy and paste this text from Word as the formatting embedded will not make the query work.*
 - In the second box enter "AND e.noshow = 1 AND e.endYear = 2010". *Do not copy and paste this text from Word as the formatting embedded will not make the query work.*
 - Click "Save" to save the query
 - Run "Test Query" to view the results.
 - To run the query go to Ad Hoc Reporting>Filter Designer
 - Select the name of your ad hoc pass-through query for No Shows
 - Click Search
 - The student names who are No Shows will appear on the Search tab
- To use this query for 2010-2011 (and beyond) change e.endYear =2011 in the query.