

## **Procedure for NO SHOW Students 2010/2011 – From Terri Field on 8/10/10**

As a reminder, please process No Shows using the process below for uniformity within the district.

If you were informed a student will not be returning this year and they left the district over the summer, how do you enter the exit code and leave date? What is the procedure to use?

**1. In this year's 2010/2011 Aeries Database treat as a NO SHOW - Student Data**

**A. Enter leave date of last day of the prior school year - 6/23/10.**

**B. Tag as an "N" No Show. The Pop Up No Show Options will display. Select the Summer Withdrawal Reason (if unknown - K-6 – 450 or 7-12 – 420, you'll change it when you determine where student moved when transcripts requested.) and populate the Leave date as 6/23/10. This information will display on the **Student Data 3 screen**. Verify it posts and displays on the Student Data 3 screen under Summer Withdrawal reason. (See screens below)**

**C. Attendance 1. is not active yet so you don't need to do anything there.**

**D. If you have the information on where they moved, district, etc., please enter that information in the record access log screen (Misc button).**

**2. If a student NEVER attended IUSD, delete the student record.**

If you have any questions feel free to contact Terri, Operations, or Robbi. Thank you.

**Students** 2010-2011 Eastshore Elementary 8/10/2010

Student Data 1 (STU) Student Data 2 (STU) Student Data 3 (STU) Secondary Student Data (SSD)

Stu#	Last Name	First Name	Middle Name	Suffix	Perm ID No.	Sex	Grade	Birthdate	Age
002822	Kim	Jamie	Seoyeon		191040542	F	6	9/11/1999	10
Parent/Guardian		Area/Telephone		Fathers Work	Extn	Mothers Work	Extn	Name/Addr Ver	Verified Status
Mrs Hea-Ran Kim		(949) 679-8857		(949) 285-6177		(949) 285-1560		03/23/2010	✓ N
Mailing Address		City	State	Zipcode/Extn	GridCd	Interdist xfer / District		Leave Date	
21 Geranium		Irvine	CA	92618	G1411			06/23/2010	
Residence Address		City	State	Zipcode/Extn	Schl Enter Dt	Dist Enter Dt			
21 Geranium		Irvine	CA	92618	09/01/2008	09/08/2005			
Teacher Number	Name	Locker	Res Schl	NxtSchl	NxtGrd	NxtTch	NxtTrk	Rcd Rel	ParEd
0			145	124	7	0			6
CorrLng	Hm Lng	LangFlu	Track	Prog	AttPgm1	AttPgm2	Ethnicity	Race	(EthCd)
	04	R	A				N	203	203
User1	User2	User3	Gate	User5	User6	PS	User8	MG	Sarb
			1						

Check Status  Show Inactives  Show

1 Attendance	2 Supplemental	3 Medical	4 Discipline	5 Siblings	6 Contacts	Y Quick Con	W Acad Plan	Y Enroll Hist
Z Tests	8 Fees	9 Assessmnt	Q Counseling	E SpecEd	H Language	I Interventions	S Programs	Z Crs Req
J Classes	K Grades	L Transcript	M Misc	N CrsAttend	Q College	I GATE	Q DST Info	

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Student Data 1 (STU) Student Data 2 (STU) Student Data 3 (STU) Secondary Student Data (SSD)

Stu#	Last Name	First Name	Middle Name	Suffix	Perm ID No.	Sex	Grade	Birthdate	Age
002822	Kim	Jamie	Seoyeon		191040542	F	6	9/11/1999	10
LastSchl	OldStu#	Old Perm ID	Old State ID	SchedGrp	Msg	FamKey	CompetencyTests		S/M D/M
145	002842	000000000				13908			4 1
Summer Withdrawal		End of Year		Graduation Status		Leave			
Reason	Leave Date	Nxt Schl	Status	Nxt Schl	Code	Date	Date	(DropOut)	
450	06/23/2010	975		975			06/23/2010		
Interdist Exp Dt	Next Interdist	District Name		Nxt Res Schl					
				0					

Record Added Date/Time

Red Flag

Check Status  Show Inactives

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