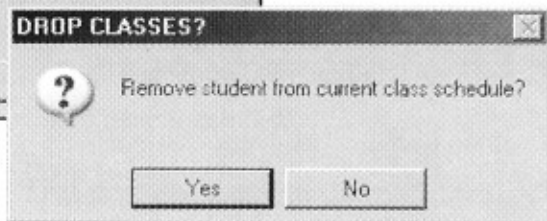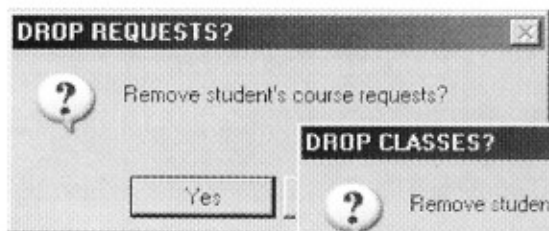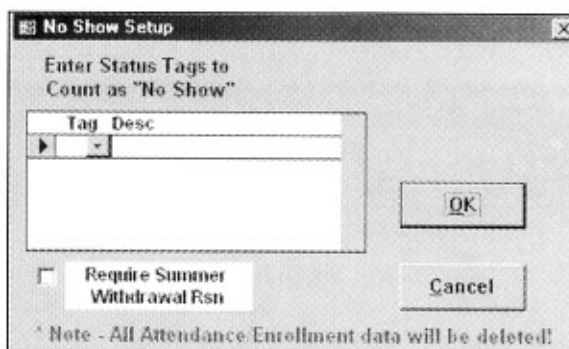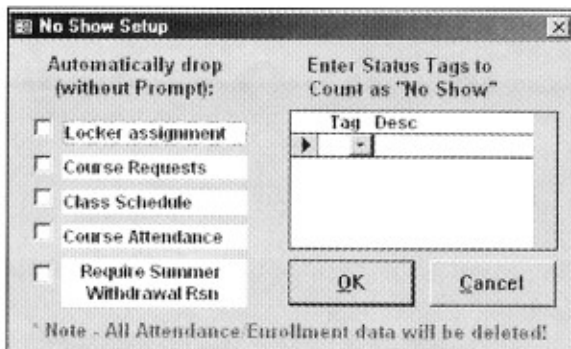# No Show Setup
August 29, 2006

Currently when a student is considered to be a **No Show** the user will flag a student in the **Status Tag** field. After the student is flagged as a No Show various steps must then be taken to properly change this student from being an active student to a **No Show** student depending on whether this is an Elementary School or Secondary School.

An Elementary school must change the Status of the student and delete the **Attendance/Enrollment** records. A Secondary school must take additional steps. Any course requests the student currently has must be dropped. They must be removed from all classes they are enrolled in and update the course attendance. When this is complete they must then delete the Attendance/Enrollment records. When a student is tagged as a **No Show** at a secondary school the following messages will display to assist the school with these tasks.

The **No Show Setup** will now allow a security level user to pre-define the Status tags used to indicate that the student is a No Show, for example '**N**'. For Secondary schools selections can be made on the left hand side of the form to automatically drop Lockers, Course Requests, Class Schedule and Course Attendance. For Elementary and Secondary an option is available that will **require** the **Summer Withdrawal Reason** code (STU.SWR) to be entered or the student cannot be flagged as a No Show. Using the No Show Setup form the student will automatically be dropped from the selections made and all Attendance/Enrollment data will be automatically deleted.

From **View All Forms** click the mouse on **No Show Setup**. The following selection box will display. Click the mouse on the **options** to automatically be dropped when a student is flagged as a No Show and a **check mark** will display in the box. Any option not selected will still be available to be dropped but will not be required.

To require the **Summer Withdrawal Reason** code to be entered when a student is flagged as No Show, click the mouse on the box. **This will enforce a code to be entered or the student cannot be flagged as a No Show.** Enter ALL status tags that count as a No Show and click the mouse on the **OK** button.

Now when a student is flagged as a **No Show** in the **Status Tag** field with a code entered in the **No Show Setup** selection box the following **No Show Options** box will display. Options setup to automatically be dropped will display in gray and **CANNOT** be changed. Any option **NOT** selected to automatically be dropped, such as Locker Assignment will display in black and can still be selected.

If the **Select Summer School Withdrawal Reason** was selected the Student cannot be flagged as a No Show unless the reason is entered in the field. If no code is entered the following message will display.

NOTE: If you do not use the No Show Setup option documentation is available for the manual No Show Attendance Cleanup that must be performed for ALL No Show Students.

http://www.aeries.com/Downloads/Docs.1234/Proc/No_Show_Attendance_Cleanup.pdf