

Procedure for NO SHOW Students 2012/2013

Please process No Shows using the steps below for uniformity within the district.

Do not make any changes in the prior year's 2011/12 Aeries Database.

Enter the NO SHOW student information in this year's 2012/2013 Aeries Database.

If you were informed a student will **not** be returning this year and they left the district over the summer please follow these procedures.

Steps to process a No Show Student

In **Student Data 1** screen enter Status "**N**" No Show.

The pop up No Show Options will display.

1. Select a Summer Withdrawal Reason (Refer to the **CALPADS Withdrawal Reason Code list**) Enter the exit reason that you determine is closest to the reason why the student will not be returning.
2. Enter Summer Next School (if unknown enter **975**).
3. Enter Student Leave Date as **6/21/12**.

No Show Options

Drop the following:

- Locker (LKR, STU.LK)
- Course Requests (SSS)
- Classes (SEC & CAR)

Select Summer Withdrawal Rsn

450

Summer Next School

975

Student Leave Date

06/21/2012

OK

Cancel

* Note - All Attendance/Enrollment data will be deleted!

This information you entered in the pop up box will be displayed on the **Student Data 3 screen**. **Verify** it posts to the Student Data 3 screen under Summer Withdrawal reason. Also verify the Leave Date of 6/21/12 is posted on the Student Data 1 screen. (See Examples)

Example of a NO SHOW _ Student Data Screens

Enter Status Code 'N' (No Show) Next school 975 (if unknown) Leave date of 6/21/2012(last day of school in 2011/12). **Tab to Student Data 3 (STU) screen.**

Students
2012-2013 Irvine Control School 7/10/2012

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
000094	Brown	Charlie			900090052	M	7	6/20/2000	12

Parent/Guardian: Linus Brown (949) 936-9999

Mailing Address: 5 W Yale Loop, Irvine, CA 92604

Residence (if different): 5 W Yale Loop, Irvine, CA 92604

Schl Enter Dt: 09/05/2012, Dist Enter Dt: 02/15/2012

Next School: 975

Status: N

Leave Date: 06/21/2012

Check Status Show Inactives

1 Attendance 2 Supplemental 3 Medical 4 Discipline 5 Siblings 6 Contacts 7 Quick Con 8 Acad Plan 9 Enroll Hist
 7 Tests 8 Fees 9 Assessmnt 0 Counseling E SpecEd H Language I Interventions S Programs Z Crs Req
 J Classes K Grades L Transcript M Misc N CrsAttend O College I GATE Q DST Info Extra Actv

LOCATE UPDATE Print Preview OTHER
 Backward Get Forward Add Change Delete UpdATT Print eXit Reports

Verify Student Data 3 screen: If not showing on screen "Enter" Summer Withdrawal Exit Reason, Leave Date (6/21/2011) and Next School (if unknown – 975).

Students
2012-2013 Irvine Control School 7/10/2012

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
000094	Brown	Charlie			900090052	M	7	6/20/2000	12

LastSchl: 900, OldStu#: 000094, Old Perm ID: 000000000, SchedGrp: 6, M/D: 6/6

Family Key: 22944

Reason	Leave Date	Nxt Schl	Status	Nxt Schl	Code	Date	Leave Date
450	06/21/2012	975		0			06/21/2012

Next School: 975

Record Added Date/Time: 4/5/2012 10:40:44 AM

Check Status Show Inactives

1 Attendance 2 Supplemental 3 Medical 4 Discipline 5 Siblings 6 Contacts 7 Quick Con 8 Acad Plan 9 Enroll Hist
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1 Attendance is not active yet so you don't need to do anything there. If attendance was activated you would delete the **1. Attendance_ Enrollment_ Enter line** and in **N.CrsAttend** delete any class added.

If a student **NEVER** attended IUSD, delete the student record. Before you delete check on **Q. DST Info** tab to verify they don't have a Perm ID number. If unsure about the students status call Operations.

If you have the student information on where they moved and the school they will be attending, once attendance is active go to **1.Attendance** - select tab **Other District Enrollment** and enter the information on the screen. If you can't locate the district/school on the drop down box enter it in the Notes space.

Any enrollment in AIR that has a prior enrollment in another school will now show that information in a new place. We no longer are using the Record Access Log (RAL) in Misc. We are using a form called Other District Enrollment. Here is what it looks like showing an enrollee for next year with prior attendance in Kinder somewhere else: