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 <u>No Show Options</u> will display.

- 1. Select a <u>Summer Withdrawal Reason</u> (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 <u>Summer Next School</u> (if unknown enter 975).
- 3. Enter Student Leave Date as 6/21/12.



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						-	- 0 %	
2012-2013		Irv So	ntrol Scho	ool			7/10/2012	
Student Data 1 (STU) Stude	nt Data 2 (STU) Stud	ent Data 3 (STU) S	Secondary Stu	dent Data (SS	D)			
Stu# Last Name	First N	lame	Middle Name	Suffix P	erm ID No. Se	ex Grade Birthda	te Age	
Daront/Guardian	Unar Area/Telenh	ne Fathers Wo	rk Evtn	Mothers Wo	900090032 1 rk Extn Na	me/Addr Ver Ver	rified Statu	
Linus Brown	(949) 936-99			MOLIETS WO		ine/Audi vei vei		
Mailing Address	City	.00	State Zipcode	/Extn / Grid	Cd Interdist	xfer / District YL	eave Date	
5 W Yale Loop	Irvine		CA 92604	D120	3	. (6/21/2012	1
Residence (if different)	City		State Zipcode	Extn Schl	Enter Dt Dist I	Enter Dt		
5 W Yale Loop	Irvine		CA 92604	09/05	5/2012 02/1	5/2012		
Counselor Number Na	me Locker	Res Schl NxtS	chl NxtGrd	NxtTch	Rcd Rel	ParEd		
0 -		612 - 9	75 - 8	0 💌	-	6 💌		
CorrLng Hm Lng LangFl	u Prog At	Pgm1 AttPgm2	Ethnicity Ra	ICE Race	/Ethnicity	(EthCd)		
v v v	Gate licer5 lice		N → 700	Sarh lico	r11 lleor12	RepCrd		
	v v Z	▼ ▼ ▼	· •	→ Use	•			
Check Show Status								
<u>1</u> Attendance <u>2</u> Suppleme	ntal <u>3</u> Medical	4 Discipline 5	Siblings <u>6</u>	Contacts	V Quick Con	W Acad Plan	Y Enroll Hist	
<u>7</u> Tests <u>8</u> Fees	<u>9</u> Assessmnt	<u>0</u> Counseling <u>E</u>	SpecEd <u>H</u>	Language	Interventions	<u>S</u> Programs	<u>Z</u> Crs Req	
<u>J</u> Classes <u>K</u> Grades	s <u>L</u> Transcript	<u>M</u> Misc <u>N</u> C	rsAttend (<u>)</u> College	<u>T</u> GATE	<u>Q</u> DST Info	xtra Actv	
LOCATE		UF	PDATE		C Print Previe	ew OTHER		
Backward Get	Eorward A	id <u>C</u> hange	Delete	<u>U</u> pdATT	<u>P</u> rint	e <u>X</u> it	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).

E Students				_11			c	- 0 %		
2012-2013 Irvine C rol School 7/10/2012										
Student Data 1	Student Data 1 (STU) Student Data 2 (STU) Student Data 3 (STU Secondary Student Data (SSD)									
Stu# La 000094 B	ast Name rown	First Char	Name rlie	Middle Nar	ne Suffix	Perm ID No. Se 900090052 M	ex Grade Birthda A 7 6/20/2	ate Age 000 12		
LastSchl Old Stu# Old Perm ID Old State ID SchedGrp Msg Family Key CompetencyTests S/M D/M 900 - 0000094 000000000 • • 22944 6 6										
Summer Withdrawal End of Year Graduation Status Leave Reason Leave Date Nxt Schl ¥ Status Nxt Schl ¥ Code Date Date (DropOnt) 450 • 06/21/2012 975 • 0 • 06/21/2012 • 450 • 06/21/2012 975 • 0 • 06/21/2012 • 450 • 06/21/2012 975 • 0 • 0 • 450 • 06/21/2012 975 • 0 • • 06/21/2012 • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • •										
Lalifornia H School Exit Exam Record Added Date/Time ELA: Not Taken Math: Not Taken 4/5/2012 10:40:44 AM										
C Red Flag										
Status Inactives										
<u>1</u> Attendance	2 Supplemental	<u>3</u> Medical	4 Discipline	<u>5</u> Siblings	6 Contacts	<u>V</u> Quick Con	W Acad Plan	Y Enroll Hist		
7 Tests	<u>8</u> Fees	<u>9</u> Assessmnt	<u>O</u> Counseling <u>E</u> SpecEd		<u>H</u> Language	Interventions	<u>S</u> Programs	<u>Z</u> Crs Req		
<u>J</u> Classes	<u>K</u> Grades	<u>L</u> Transcript	<u>M</u> Misc	N CrsAttend	<u>O</u> College	<u>T</u> GATE	<u>Q</u> DST Info	Extra Actv		
LOCATE UPDATE C Print Preview OTHER										
Backward	Get For		dd Char	Delet	e UpdAT	T Print	eXit	Reporte		

7/11/12

<u>1</u> Attendance is not active yet so you don't need to do anything there. If attendance was activated you would delete the **1. Attendance** <u>Enrollment</u> <u>Enter line</u> 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. <u>If unsure about the students</u> <u>status call Operations</u>.

If you have the student information on where they moved and the school they will be attending, once attendance is active go to <u>1.Attendance</u> - select tab <u>Other District Enrollment</u> 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:

📧 Other District Enrollment					_ 0 %			
2011-2012 College Park Elementary 3/27								
Stu# Last Name 10148 Lee	First Name (Sean) Soohyun	Middle Name	Perm ID No. Age 112110035 5	Sex Grade Prog	Trk Status			
District Edgewood School fairmont private school Address 12421 Newport Ave. City north tustin St	l CA Zip 92705 Ctry U	Enter Date 9/04/2011 Enter Grade 0	Leave Date Notes					
* District School Address City St	Zip Ctry	Enter Date Enter Grade	Leave Date Notes					
Record: M I of 1 M KNo Filter Search								
Load address from: O District C School								
Backward Get	Eorward A	dd <u>C</u> hange	<u>D</u> elete	<u>P</u> rint	e <u>X</u> it			