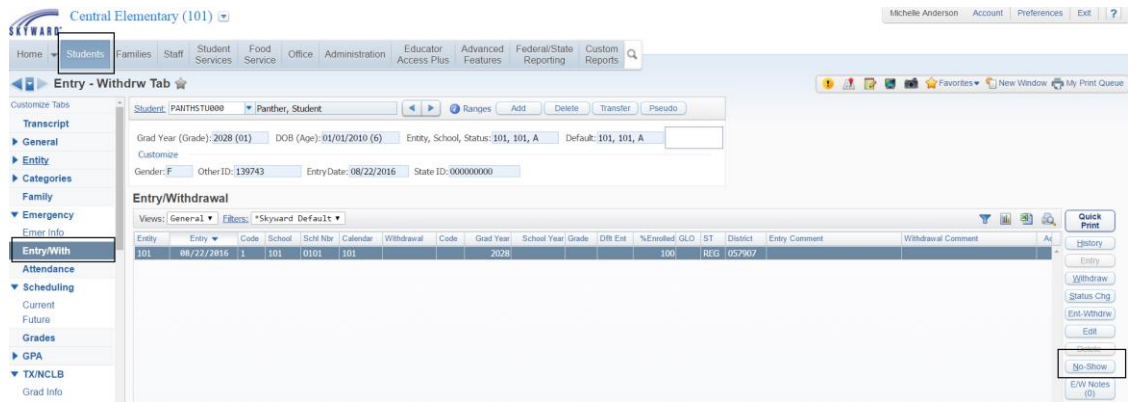


**Follow these steps to mark a student a “No-Show” on the first day of school.**

Begin in Student Management

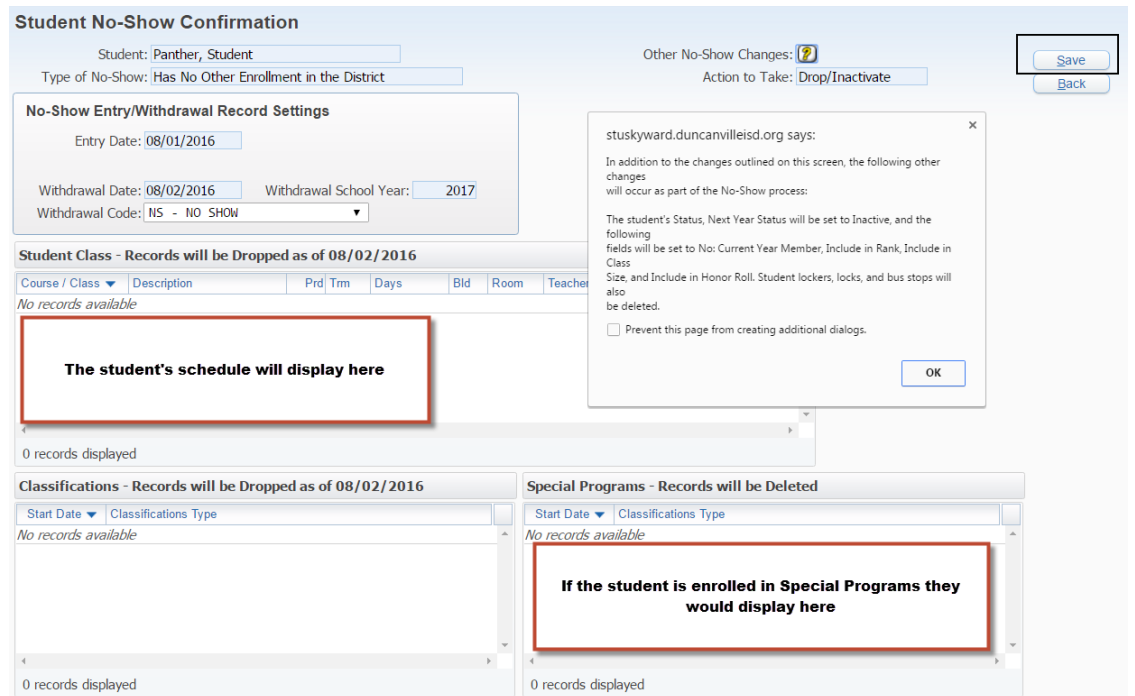
- Click:** Students (ST)
- Click:** Student Profile (PR)
- Click:** Entry/With
- Click:** No-Show



Confirm you want to “No-Show” and **Click:** Save

By clicking the Save button and marking a student a “No-Show” the student’s schedule will be dropped, the student will be dropped from any special programs they were in (Sped, ELL, etc.)

Every “No-Show” must be recovered before the end of the School-Start Window (last Friday in September)



**Student No-Show Confirmation**

Student: Panther, Student  
 Type of No-Show: Has No Other Enrollment in the District  
 Other No-Show Changes: ?  
 Action to Take: Drop/Inactivate

**No-Show Entry/Withdrawal Record Settings**

Entry Date: 08/01/2016  
 Withdrawal Date: 08/02/2016    Withdrawal School Year: 2017  
 Withdrawal Code: NIS - NO SHOW

**Student Class - Records will be Dropped as of 08/02/2016**

*No records available*

**The student's schedule will display here**

0 records displayed

**Classifications - Records will be Dropped as of 08/02/2016**

*No records available*

0 records displayed

**Special Programs - Records will be Deleted**

*No records available*

**If the student is enrolled in Special Programs they would display here**

0 records displayed