

### **How does SCDE define a “No-Show” student?**

A “no-show” student is one who does not show up on the **first day of the new school year as expected**; that is, the student does not show up on the first day at the school in which he was enrolled and scheduled for classes.

**The proper code is NS and the exit date is the first day of the new school year for that school. The student must be no-showed *before the end of the first day of school.***

The exception of to this rule is a “with-in district” transfer during the summer. The student may be exited out of the school from last year as of the last day of school and then transferred into the new school as of the first day of school this year.

### **How can I inactivate without deleting the student? (Remove a Preregistered Student)**

When deleting the student is not an option, follow these steps:

- **Transfer the student out with an exit date the same day as the student's entry date.** This will prevent the student from counting towards any attendance and membership values.
- Assign the appropriate exit code of NS to indicate that the student is a "No-Show" or a canceled enrollment on the Transfer page.
- On the SC Additional Student Information page, enter the appropriate No Show Reason Code from the drop down.
- If the student is transferring within the state of SC and you know where the student going to enter both the Moved To District and the Move To School for the student. This is also found on the SC Additional Student Information page.
- In the Exit Comments provide any notes that would further clarify the status for this student's record.

### **How does one code a “No-Show” in PowerSchool?**

The way to designate “no-show” students in PowerSchool is to assign the code NS and to enter the student's exit date equal to the entry date. PowerSchool will denote that student as never having been there. You do not want to have an exit date prior to the student's entry date as this could cause membership totals to be incorrect. To access this field, select the student(s), on the left side menu choose Custom Screens, and then SC Additional Student Info from the next menu. The field on that page is about 2/3rds down and named NoShow Reason. These are SC Specific No Show Codes. Below is a guide to how these codes *MAY* relate to the exit code they

may already be entered in the students record. Some Exit Codes have no real corresponding SC NS code, for those you must make the decision on which one fits best.

<b>Code</b>	<b>Meaning</b>	<b>Corresponding No Show Code</b>
<b>W10</b>	<b>Transfer/In-District</b>	
<b>W20</b>	<b>Withdrawn/Unknown Status</b>	<b>N11 - Transfer/Out-of-District</b>
<b>W21</b>	<b>Graduated</b>	<b>N11 - Transfer/Out-of-District</b>
<b>W22</b>	<b>Transfer/Out of District</b>	<b>N16 - Early Graduate</b>
<b>W23</b>	<b>Transfer/Adult Education</b>	<b>N11 - Transfer/Out-of-District</b>
<b>W24</b>	<b>Moved Out of District/ School Unknown</b>	
<b>W25</b>	<b>Withdrawn/Home Schooled</b>	<b>N11 - Transfer/Out-of-District</b>
<b>W26</b>	<b>Withdrawn/Health or Pregnancy</b>	
<b>W27</b>	<b>Withdrawn/Tech School</b>	<b>N15 - Transfer/Adult Ed-Other</b>
<b>NS</b>	<b>No-Show/Never Enrolled</b>	
<b>W28</b>	<b>Withdrawn/4-Year College</b>	<b>N16 - Early Graduate</b>
<b>W29</b>	<b>Withdrawn/Work</b>	
<b>W30</b>	<b>Withdrawn/Military</b>	
<b>W31</b>	<b>Withdrawn/Juvenile Corrections</b>	
<b>W32</b>	<b>Withdrawn/Adult Corrections</b>	
<b>W33</b>	<b>Withdrawn/Expulsion</b>	
<b>W34</b>	<b>Withdrawn/Charter School</b>	<b>N10 - Transfer/In-District or N11 - Transfer/Out-of-District</b>
<b>W35</b>	<b>Deceased</b>	<b>N20 - Deceased</b>
<b>W36</b>	<b>Dropout</b>	
<b>W37</b>	<b>Re-enrolled Next School Year</b>	
<b>P</b>	<b>Promoted (For End of Year Process)</b>	
<b>R</b>	<b>Retained (For End of Year Process)</b>	
<b>GC</b>	<b>Grade Change Withdrawal</b>	

