TxEIS Student – No Show Processes

Dates displayed in screenshots are for illustration purposes only!

What is a 'No-show'?

If a student was active in your district at the end of the preceding school year but does not return on the 1st day of the new chool year the student is considered a 'No Show'. The student will remain a 'No Show' until he/she re-enrolls in your district. It is very important that the instructions in this document are carefully followed so that 'No Show' student data is accurate.

<u>HOW TO NO-SHOW A STUDENT:</u>

- **REGISTRATION > Maintenance > Student Enrollment > W/R Enroll**

  - Click **Details.** Enter the **Exit Date** (first day of school) and click **Save**

  - A 'Warning' message is displayed indicating the student is now **Inactive** on this campus.
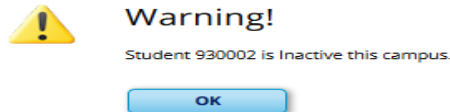
- Click **OK.**

- The default 'no-show' withdrawal reason code of **44** will automatically populate in the Reason field. If you know the correct reason for the student's withdrawal, select it from the dropdown list. If you do not know the valid reason code, keep the default code of 44 (no-show) for no-show students*.*

  The Status field will display the student as No Show on the W/R Enroll tab.

- Go to the student's Demo1 tab to verify the record status. Record Status should be a **'6'** (No-Show).

- **Student No Show Report (SRG2200)** may be generated for a list of all students that have been identified as 'no-shows'.
- You will be prompted to indicate if you want to withdraw the student from special programs. Make your selection.

Upon verification that the student has become a "mover or leaver", the Withdrawal Reason of 44 should be respectively updated to the correct code. The initial "No Show" status will continue to be relevant.

Delete	Details	Campus	Entry Date	Exit Date	Reason	Status	Exclusion	Grade	Elig Cd	Track	Attrib Cd	Camp Res	CTE Elig	Comnts
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HOW TO RE-ENTER A NO SHOW STUDENT:

- Retrieve the No Show student using the Student ID number and/or Student Name, or the Directory. If using the Directory to select the student, change the active code option to **2** (inactive students).

  - Click *Retrieve*. You will see a box with a warning that the student is inactive. Click OK.

- **To enroll the no-show student, follow the steps below:**

  1. Select the W/R Enroll tab. The student will appear with a 'No Show' status.

  2. **Click + Add** and add a row.

     The following message appears. Select **Yes**

     Student was No-Show. Do you want to reenter this student ?

     | Yes | No |
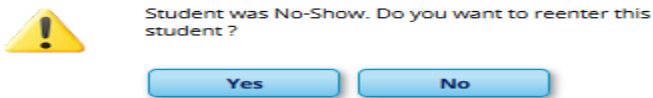
  3. On the 'Details' for the second row, enter the student's **entry date** in the Entry Date field. *Note: If the reentry date is the same as the No Show entry date, the No Show row is deleted. If the reentry date is different from the No Show entry date, the No Show row remains, and the student's original entry date is updated to the reentry date. The No Show row is used to produce the leaver record if the student did not enter school before the PEIMS school-start window.*

  4. The 'Status' changes from No Show to **1** (active student).

  5. Click *Save*.

- A message is displayed asking if you want to reenter the student in special programs and also reset the Crs Entry Dt?

  Do you want to reenter this student in special programs and also reset the Crs Entry Dt ?

  | Yes | No |
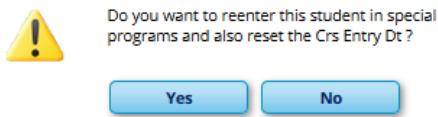
- Generally you would select '*Yes*' to automatically reenter the student into any special programs he/she may have been previously enrolled in. The reentry date is then entered by the system on the appropriate special program tab. Also, when a no show student is reenrolled, his course entry dates are updated in Grade Reporting with the new reentry date.

- **Important:** You should check **each special program tab and Crs Entry Dt** for the student to verify the entry date and eligibility. If the student is not participating in the special program as of his new entry date, delete the row.

- *Note: On Demo1 the student's record status changes from '6' (No-Show) to a '1' (currently enrolled at this campus).*