

## **2021-2022 No Show Process**

Please provide this information and attached instructions to your campus clerk that is responsible for the enrollment of students and the “No Show” process.

In order to avoid errors in attendance reporting, membership and audits, all schools at all grade levels, PK through twelve, should have a written plan in place for first day procedures for all staff members who are responsible for taking attendance as well as for marking “No Show” students. A sample plan was provided in the Opening of Schools Preparations Packet which can be found on the Federal & State Compliance Department Website and is included as an attachment.

The “No-Show” status should be assigned after the official ADA period on the first day of school and completed by the close of business day on August 23, 2021. All students who are not present on the first day of school must be “No Showed”. A step-by-step guide to posting “No Shows” is also attached. A student is in membership only if a student has actually attended a class during the ADA period. All unclaimed schedules after the official ADA time should be retrieved and posted as “No Shows”. All “No Shows” must be posted by the end of the first day of school showing the effective date in HISD Connect as August 23, 2021. If a student who was marked on the 1st day as a “No Show” reports on the 2nd day or thereafter, the “No Show” should be changed to a “Left” record and a new enrollment status must be created, effective the 1st Day the student is present at ADA time and the schedule will be available once the enrollment is complete.

Please contact Federal and State Compliance with any concerns or issues in regard to “No Shows”, 713-556-6753.

An Academic Service Memo will go out to principals on August 16, 2021.