Elementary No-Show Procedures (Process must be completed by 5:00 PM on September 12, 2020.)

Step 1: No-Show students you have received confirmation are not returning to your campus.

- the parent or guardian has notified the campus that the student is not returning, or
- the campus has received a TREx or records request from another campus or district.

Step 2: How Elementary Schools will generate their list to identify No Shows

- From the PowerSchool SIS Start Page
- Click on System Reports
- Click Consecutive Absences

A warning box will display. You will need to check the box to delete all future attendance records and hit submit.
• Select A (Absent) and hold down the Control Key and Select AT (Absent by Teacher)
• Begin Date and Ending Date – 9/8/2020 – 9/11/2020
• Number of Consecutive Days to Scan – 4
• Scan – Current Enrollment Records
• Include Student Number – Check the Box
• Click Submit
This is what the report looks like except that your report will have 4 days instead of 3 days.

<table>
<thead>
<tr>
<th>Student Number</th>
<th>Grade</th>
<th>Expression</th>
<th>Course</th>
<th>First Date</th>
<th>Last Date</th>
<th>#</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567</td>
<td>1(A)</td>
<td>HOME ROOM</td>
<td>09/08/2020</td>
<td>09/10/2020</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>7654321</td>
<td>1(A)</td>
<td>HOME ROOM</td>
<td>09/08/2020</td>
<td>09/10/2020</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>5647382</td>
<td>1(A)</td>
<td>HOME ROOM</td>
<td>09/08/2020</td>
<td>09/10/2020</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>0987654</td>
<td>1(A)</td>
<td>HOME ROOM</td>
<td>09/08/2020</td>
<td>09/10/2020</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Students with 4 consecutive absences will need to be no-showed with the effective date of 9/8/2020.

**Step 3: How Elementary Schools will generate their list to update effective entry date if applicable**

- From the PowerSchool SIS Start Page
- Click on System Reports
- Click Monthly Student Attendance Report
Click All Students
Click the radio button in front of the date range – 9/8/2020 - 9/11/2020
Include Student Number – Click check box
Click Submit
Example: Student did not engage in learning on September 8, 2020, but they attended class the rest of the week.
Caution: Step 4 should be completed in the afternoon.

Step 4: Correct Student Effective Enrollment Date if Applicable.

Students who were marked AT absent on Tuesday, September 8, 2020, but engaged in instruction on September 9, 2020 or later will need to have their enrollment information updated.

- Mark them as a no-show for September 8, 2020
- Add a new enrollment line with the date the student was first counted RA present.