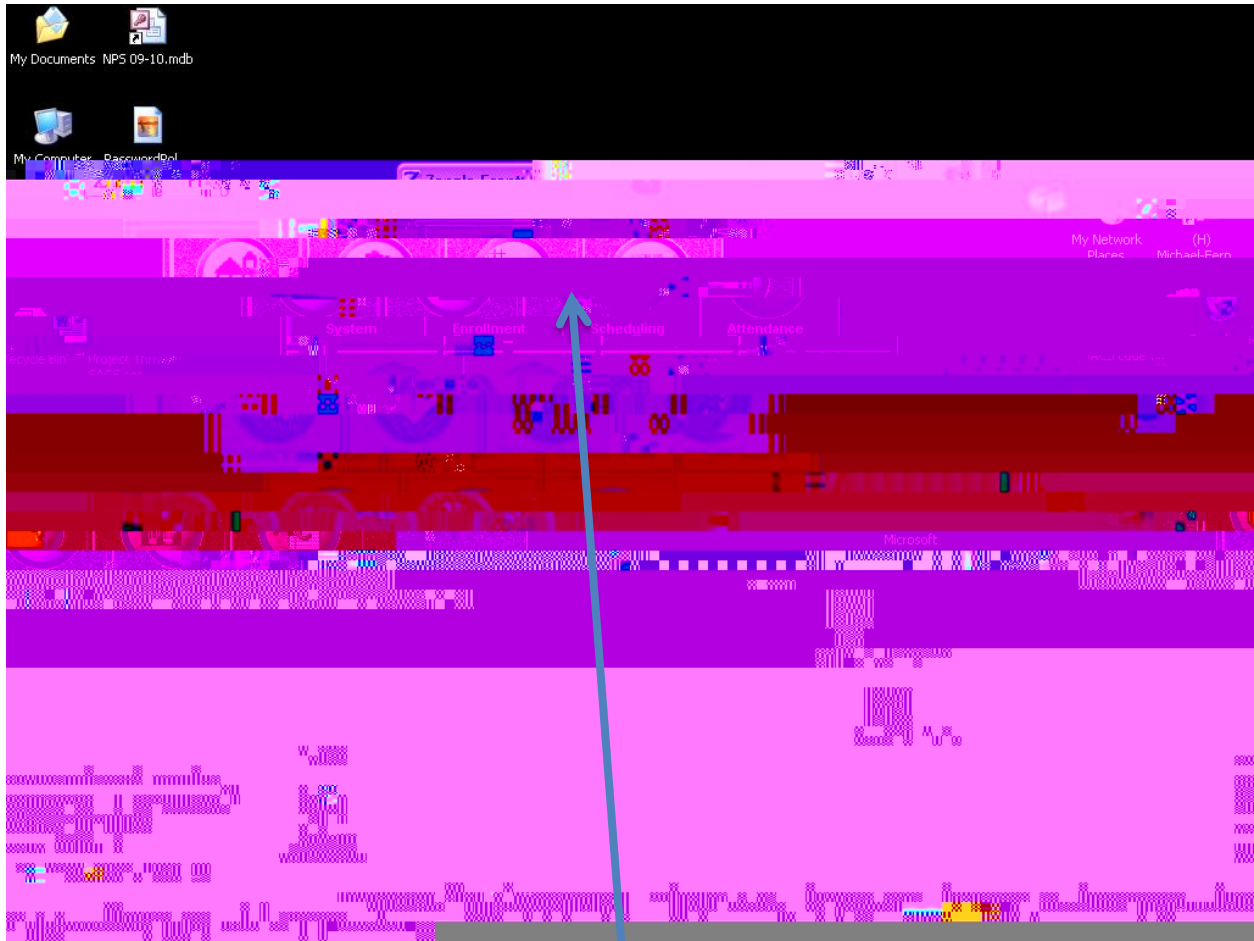


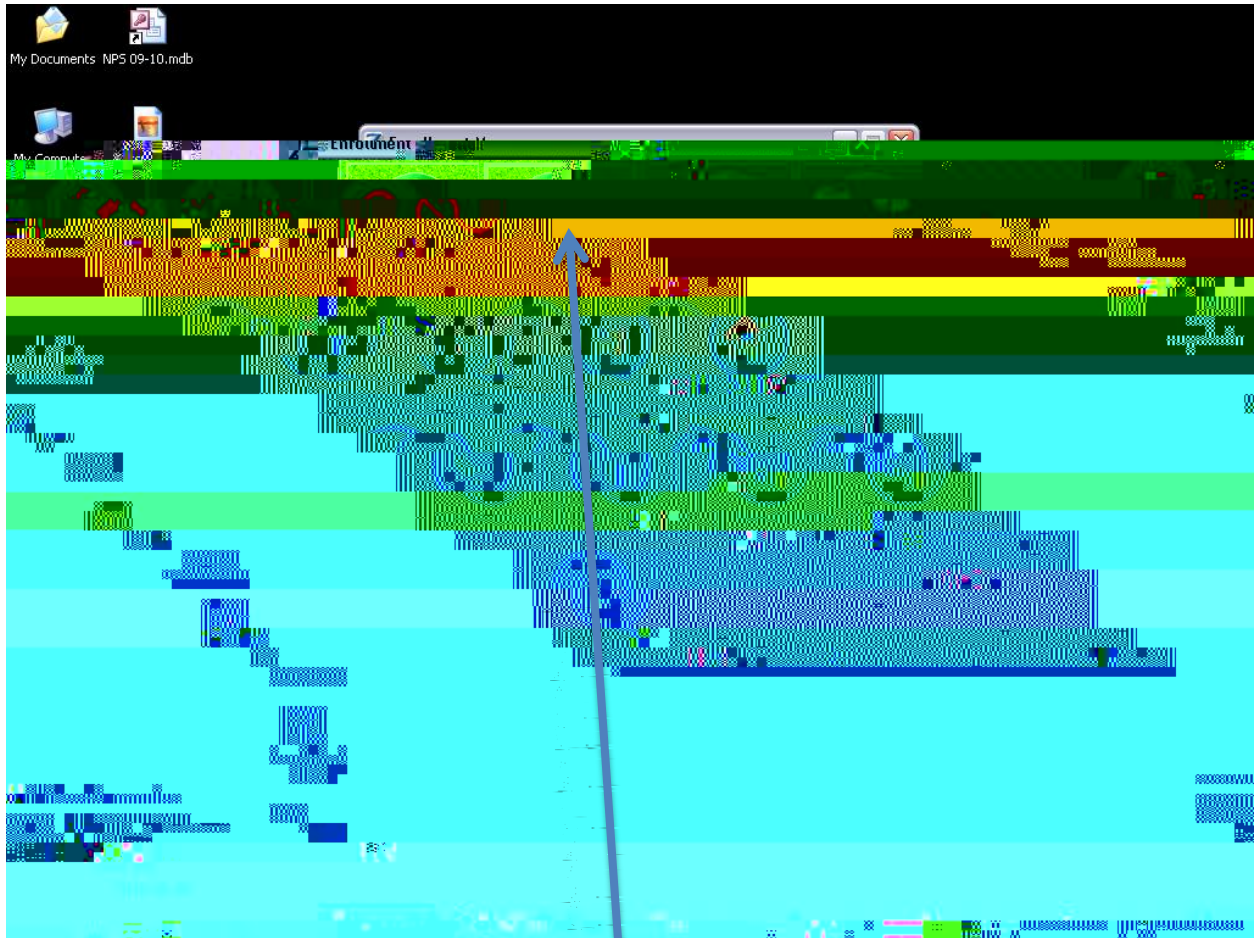
# No Show Procedure

## Steps for "no show" students.

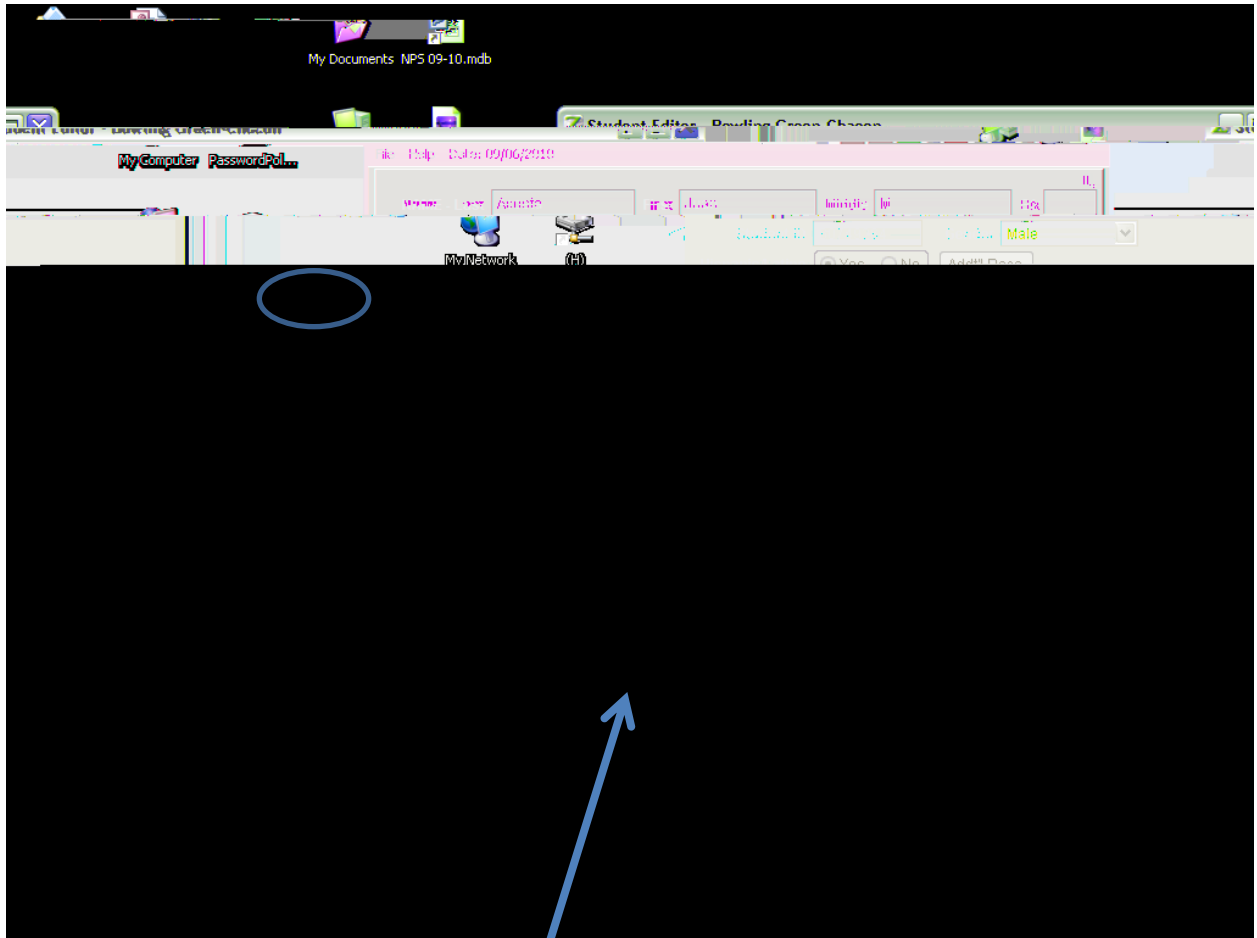
1. When it is determined that a student will not be returning to your



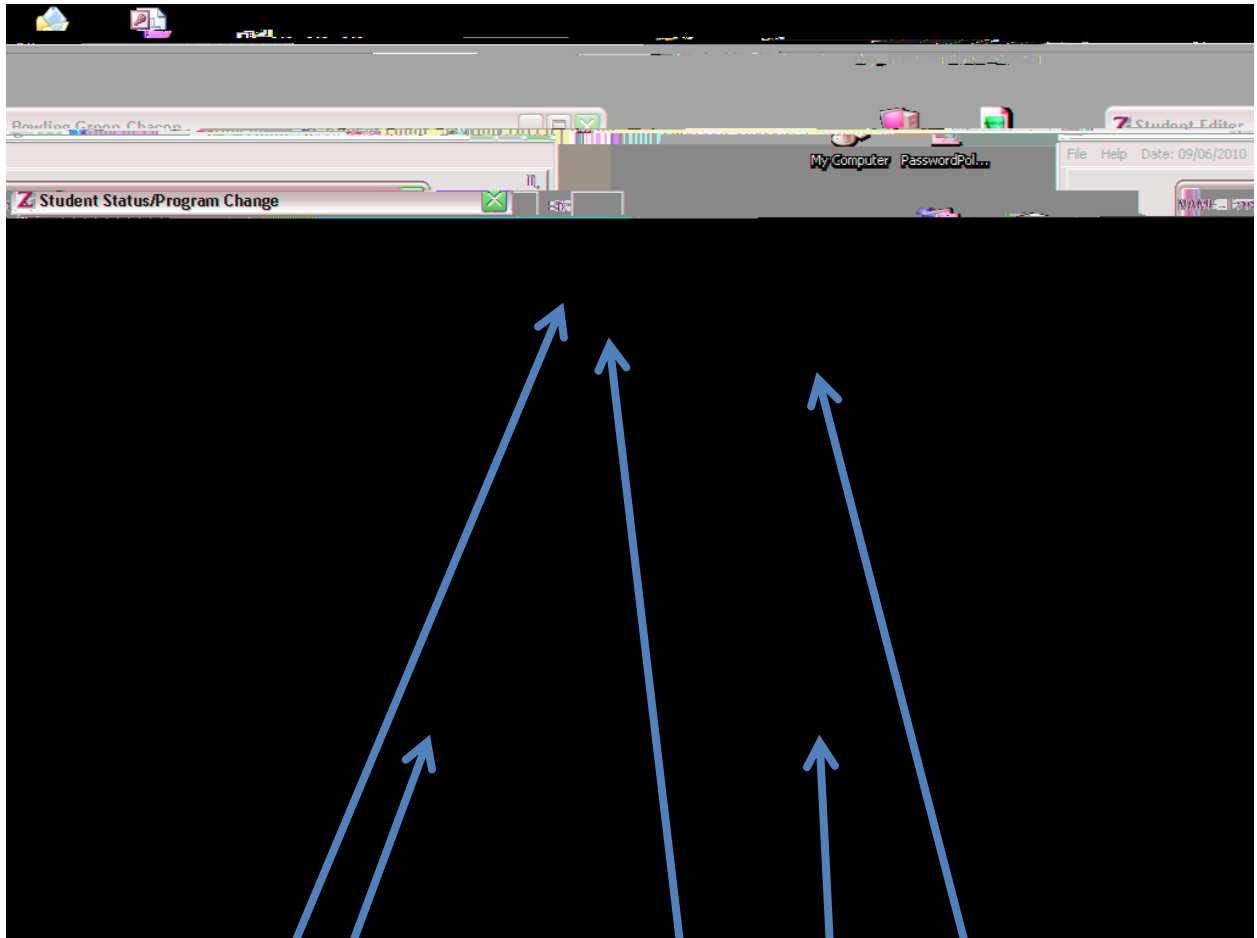
Select  
"Enrollment"



Select  
"Student Editor"

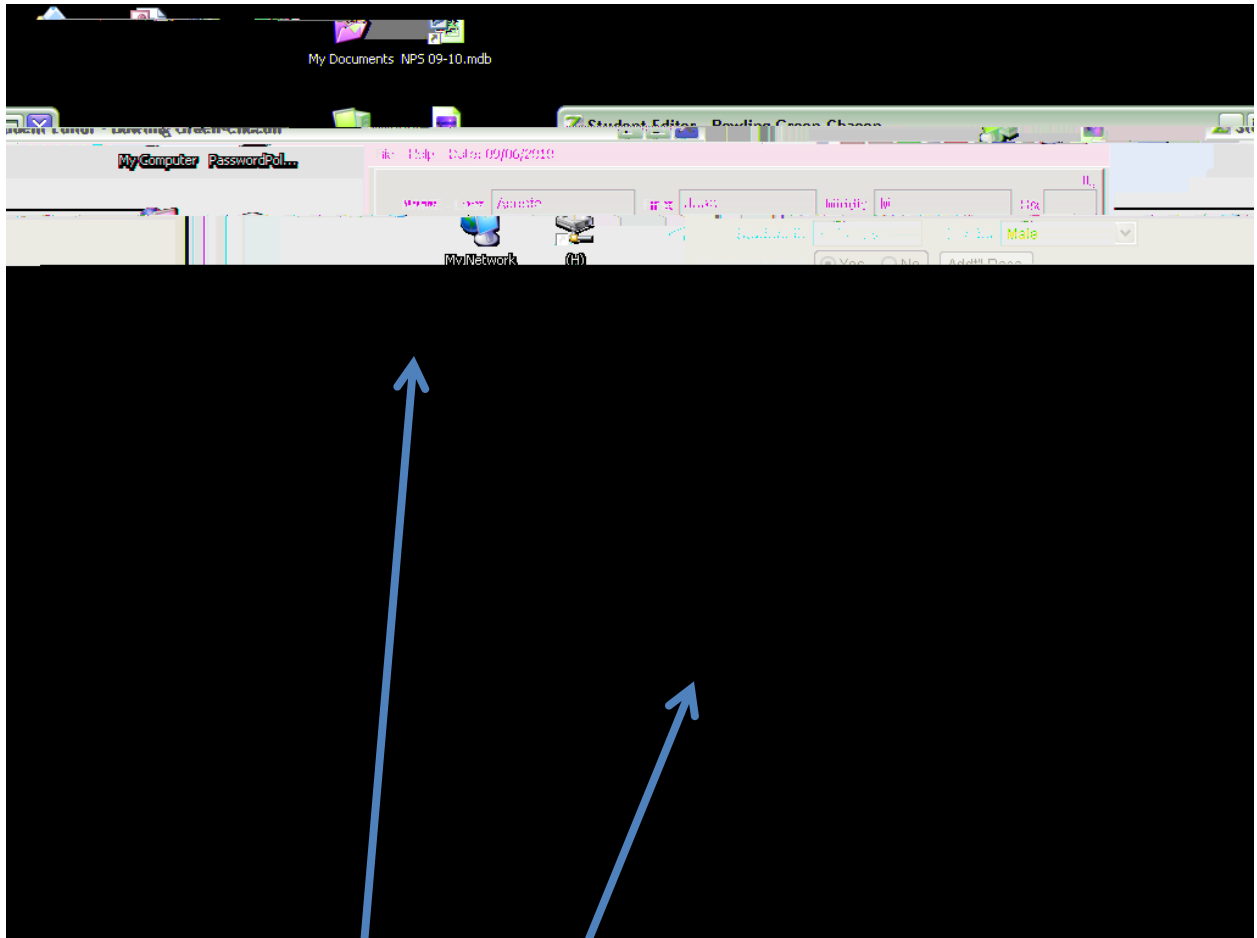


On "General" tab, click "Status" button at bottom of page.



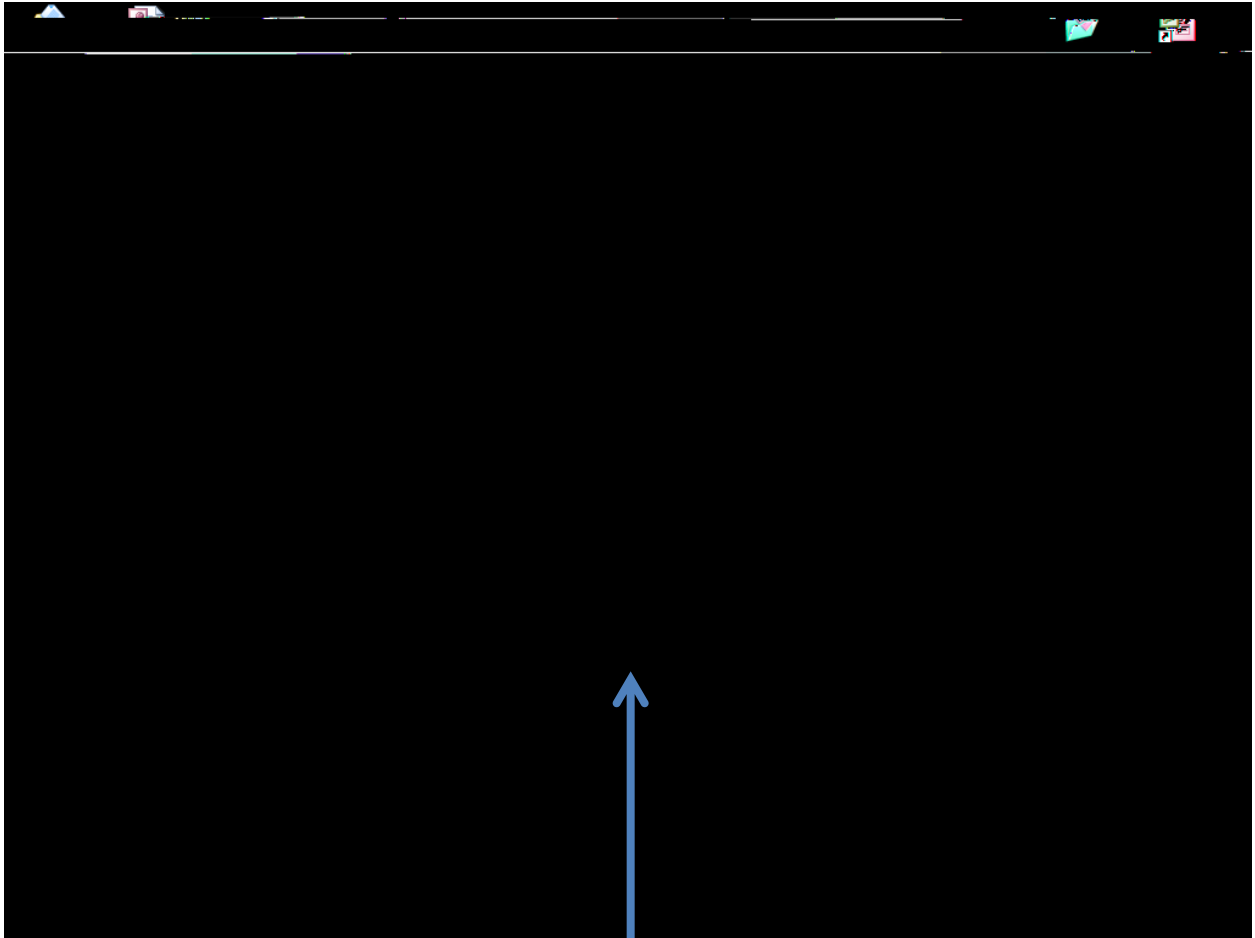
Click "Withdraw" at bottom of page. Make sure exit date is 9/3/2012 – one day before school starts.

Enter Exit Code, if known. Otherwise, choose "Left, No Known Enrollment". Enter school student will attend, if known. Click "Save".



High-light top record. Click "Edit" button. Then double-click high-lighted record.

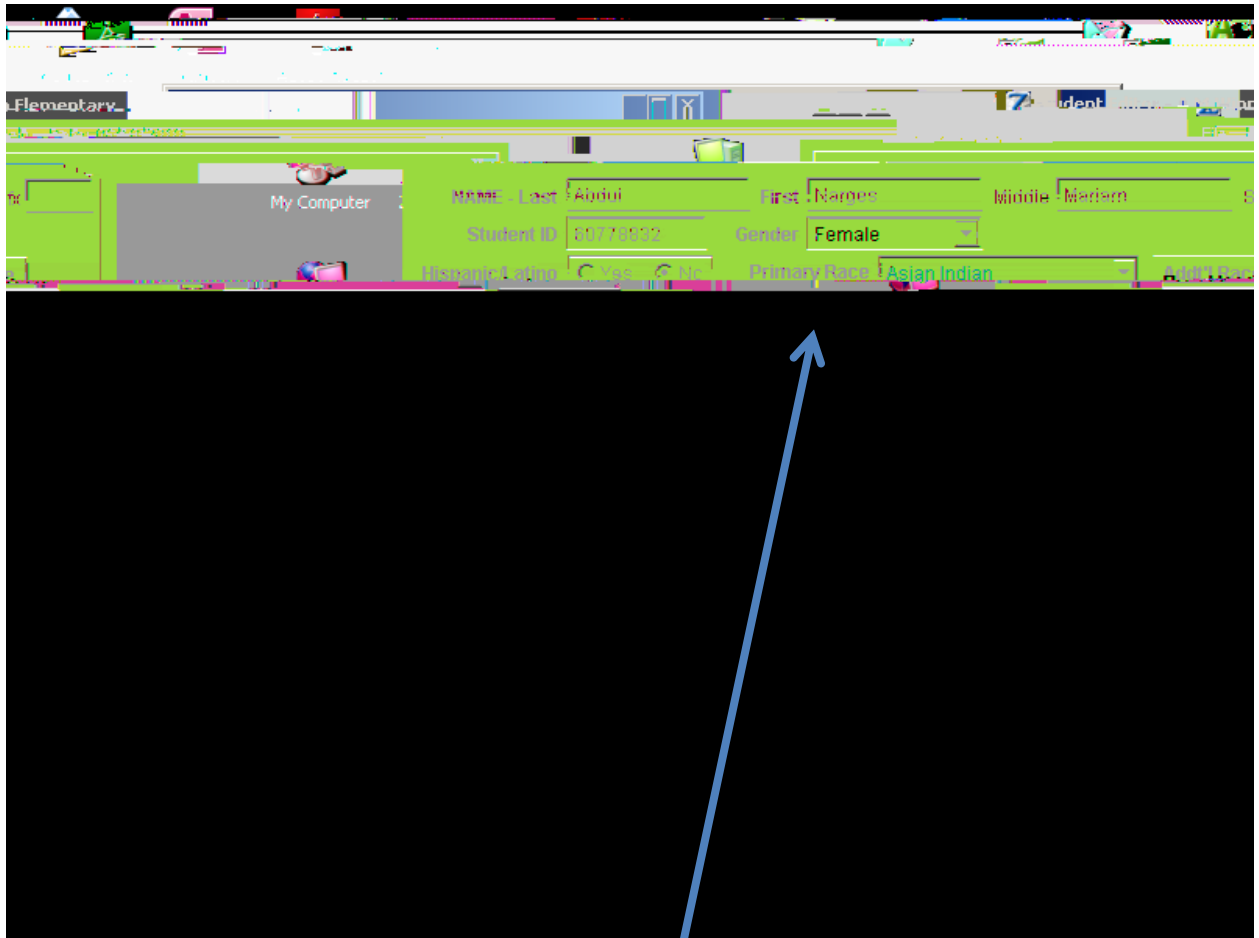
A new window will open  
(See next page)



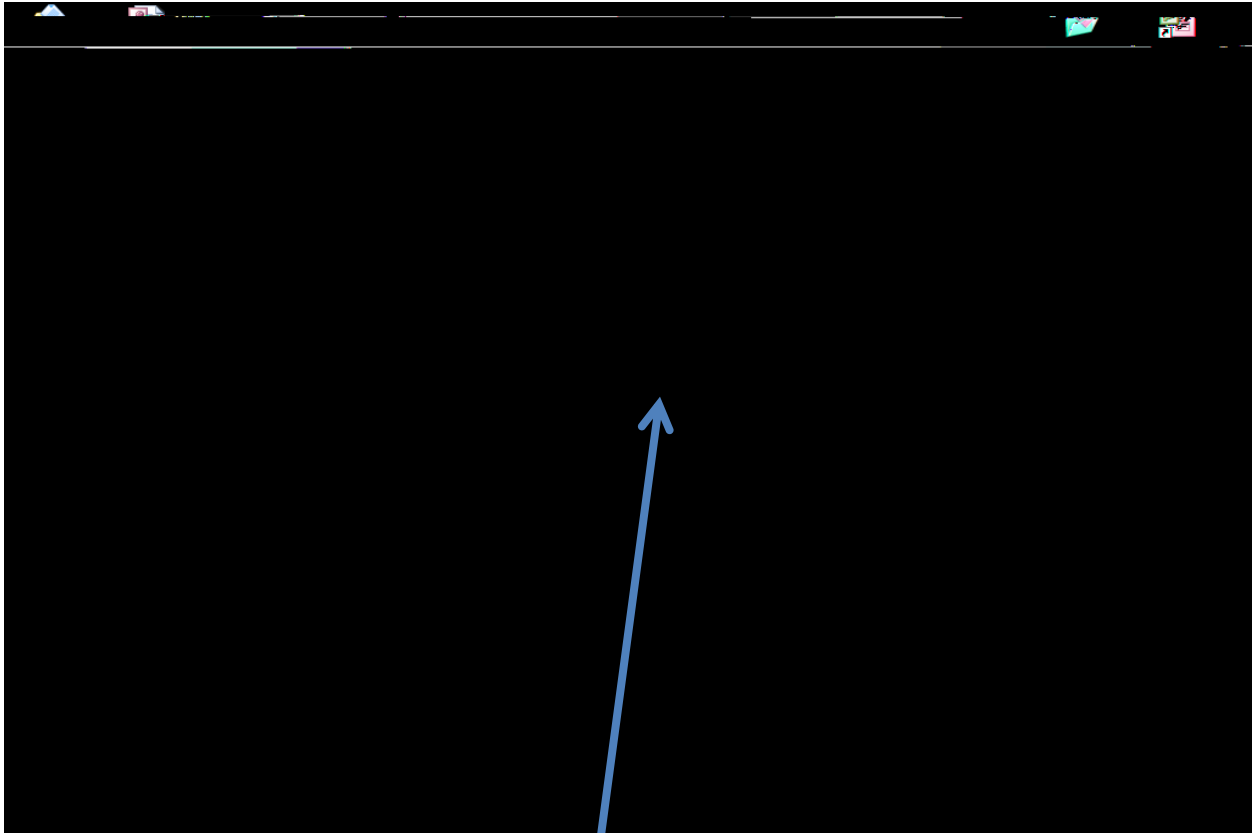
Click "Delete"

The following message will then appear:  
"Do You Want to Delete Record?"  
Click "Yes"



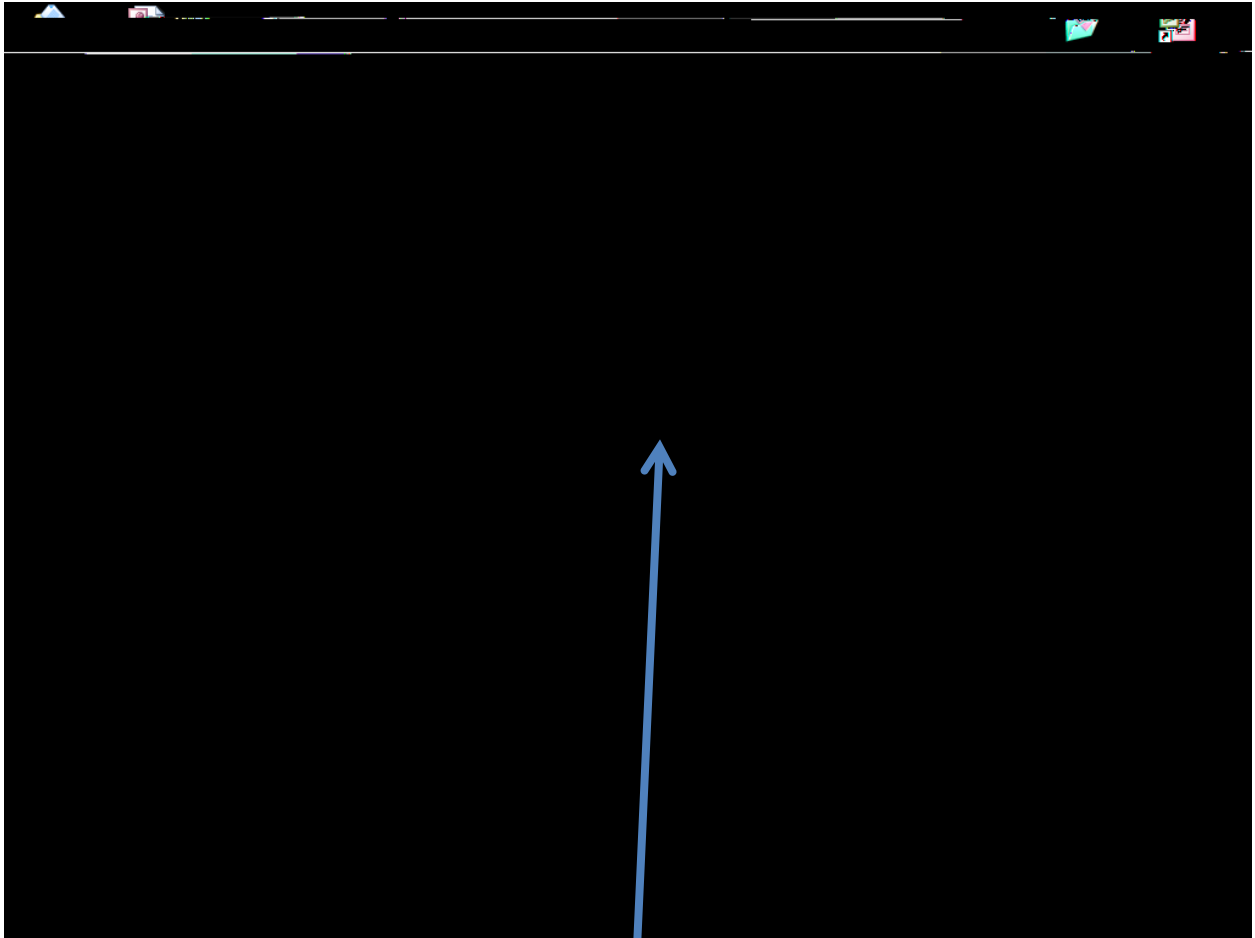


Choose the  
"Enrollment" Tab

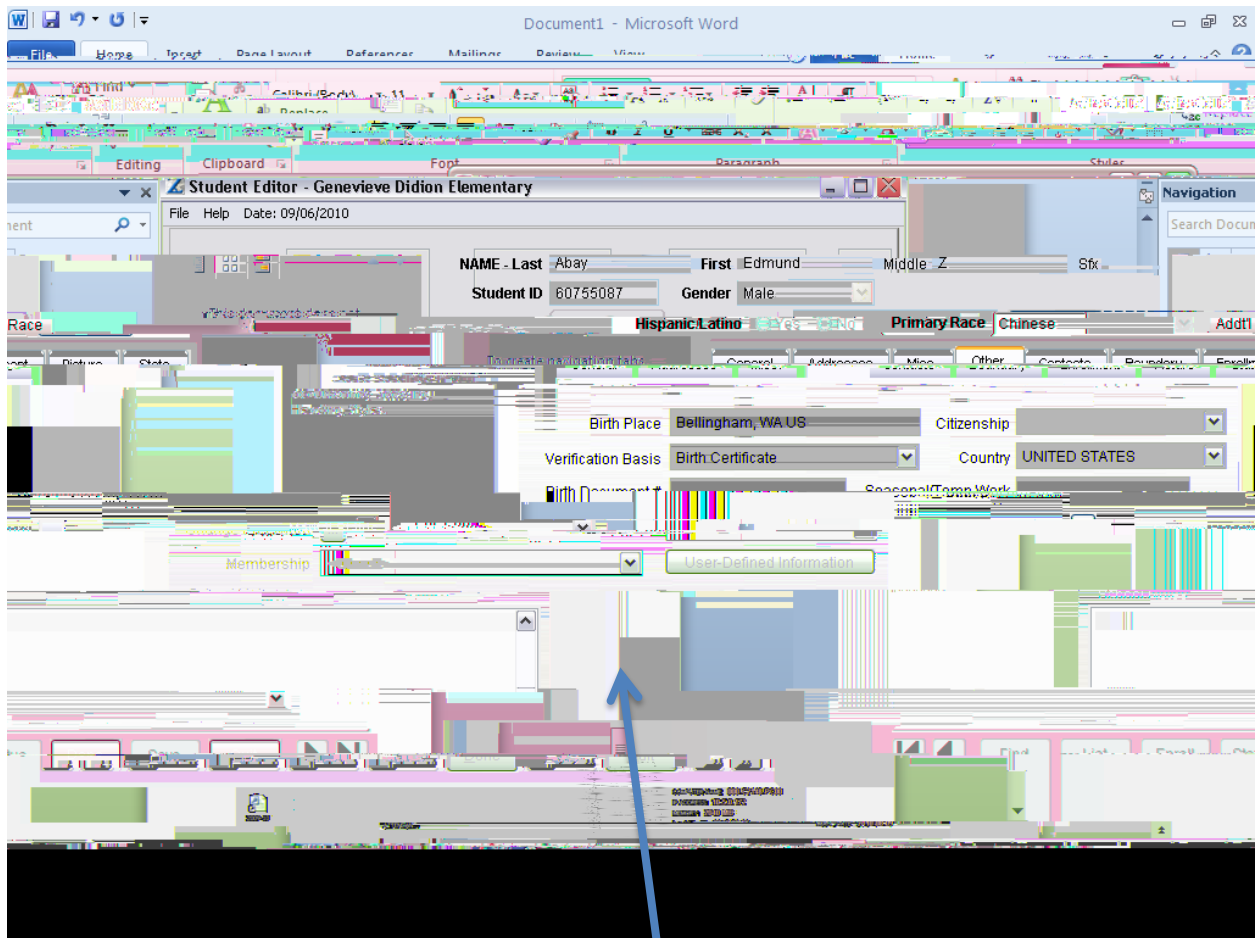


Click "Edit" at bottom to  
get to this screen.

Change Exit date to  
6/13/12, and click "Save".



Enrollment Exit  
Date now changed  
to reflect end of  
prior school year.



Any additional notes can be entered under the "Other" tab, if needed.