

PowerSchool No Show Process

REVISED 06/2016

No Shows

REVISED 07/2015

Students who are enrolled and expected to attend the new school year but do not report to school on the first day of school are classified as No Shows.

Use the following procedure for recording and reporting “No Shows”:

First Day of School:

- All returning students are given an E119 code dated the first day of school. Teachers should record an absence code for any student who is not present in their class the first day of school. This is very important: if a student is NOT present and is on the class roster, the teacher MUST count the student absent.
- Obtain the daily attendance report from the attendance secretary.
- **Students who are absent all day should be withdrawn from PowerSchool using the following Option.**

From the Start Page, search for the individual student.

Start Page

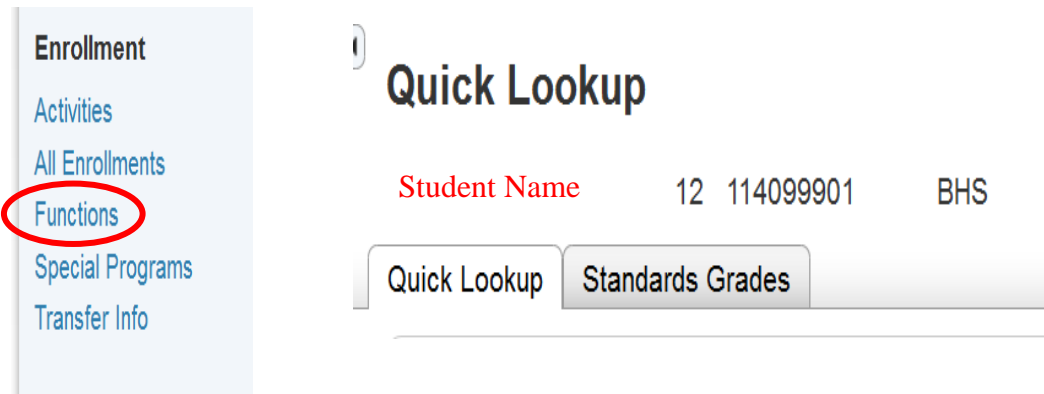
Search

Students Staff Parents District Students

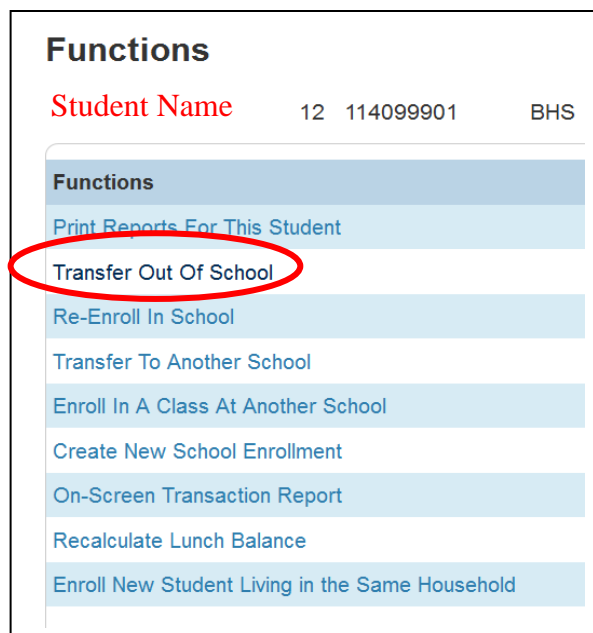
Student Name

Click to Search

From the Quick Lookup Screen, choose Functions under Enrollment.



From Functions, choose Transfer Out of School





No Show students must be transferred out of school with a withdrawal code of **W880** and an exit date of **08/09/2016**.

Enter Transfer Comment (**Summer Withdrawal-No Show**); enter or choose date of transfer from dropdown (**Must be 08/09/2016**); enter withdrawal code of **W880** from dropdown. Choose the Reason Code from the dropdown (**Usually 70-moved**).

Transfer Student Out

Student Name Grade Number BHS

Who will be transferred out	Student Name
Transfer comment	Enter Transfer Reason. Summer Withdrawal: No Show
Date of transfer (should be the day after the student's last day in class)	08/09/2016  (MM/DD/YYYY) *
Exit code	W880
W8 Reason Code (Dropout Reason)	Choose the Reason Code from the dropdown. Usually 70 (moved). 70
	Click 

The student is now inactive in your school as a W880 No Show.

The following table is the list of Reason Code required for the VDOE for any W880 code student. Choose the appropriate Reason Code from the dropdown and record it in the W8 Reason Code Box on the Transfer Out of School Page.

Reason Code	Reason	Description
10	Achievement	Achievement problems (low achievement, low motivation, low interest)
20	Behavioral	Behavioral difficulties (suspension or expulsion, incarceration, runaway, truancy, poor relationships with peers or adults)
30	Health	Health problems (physical or mental illness, injury, substance abuse)
40	Family reasons	Family (pregnancy, parenthood, marriage, needed at home, religious reason)
41	Parental privilege	Age/maturity (for kindergarten and pre-kindergarten only)
42	PK Student	Non-applicable (PK Students only)
50	Financial hardship	Financial hardship (extreme poverty, working to support self or family)
60	Employment	Employed (took a job, joined armed forces)
70	Moved	Moved (no longer resides in the area and current status is unknown after appropriate investigation by attendance officer)
80	Maximum age	Reached maximum age to receive qualified educational services
81	Personal choice	Over 18, but still eligible for qualified services
82	Post Graduate	Discontinued program (post graduate only)
90	Expulsion	Left school involuntarily due to an expulsion approved by appropriate school authorities

Report to School Board Office:

- Use the attached form to report your 10 day counts to the School Board Office. Fax to 394-4444. (You will need to submit this form every day for the first 10 days of school).
- Enter the number of students enrolled by grade level (remember this is a total count of students actually attending school – “warm body count”) – the numbers can be found on the [Enrollment Summary](#) report for that day

To generate an Enrollment Summary report, from the Start Page, click on Enrollment Summary under Functions

- Functions
- Attendance
- Daily Bulletin
- Enrollment Summary**
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Do not change the default settings.

Date to Process – will default to the current date (change only if running the report for a different day)

Enrollment Summary: Scheduling/Reporting Ethnicity as of **08/09/2016** Auburn Elementary School

View: Scheduling/Reporting Ethnicity ▾

Students: All Active Enrollments Current Selection

Date: 09/04/2013 (MM/DD/YYYY)

No students found that match the specified criteria.

The Scheduling/Reporting Ethnicity view displays student ethnicity data that is used in scheduling and preconfigured reporting. See the help for more information.

Grade Level	Total in Grade
-1 (-1= PK)	1 1 / 0
0 (0= KG)	76 49 / 27
1	85 50 / 35
2	81 44 / 37
3	86 49 / 37
4	85 50 / 35
5	91 49 / 42
Total	505 292 / 213

From the report results, use the Total In Grade column for the enrollment summary results.

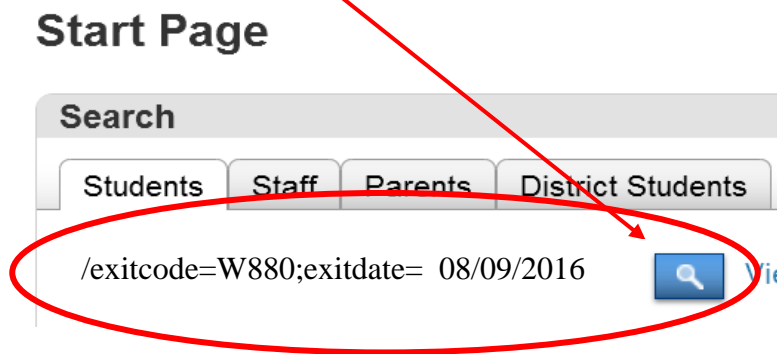
Remember in PowerSchool PK is identified as -1 Grade and KG is identified as 0 Grade. All other grade levels are identified as usual.

Grade Level Total Counts

Enter the total count per grade level onto the appropriate grade level on the Student Count Form attached to the back of this document.

Find the number of No Shows – At the start page, copy and paste the following Query into the Query Box. /exitcode = W880;exitdate = **08/09/2016**


Click search to run the query.



The following student selection appears after the No Show query is run. The Matches (xx) is the number of No Shows. Enter this number on the SBO form.

Student Selection

Select a student to view student screens or choose the popup menu below to perform an action for the current selection.

Search: /exitcode = W880; exitdate > 08/09/2016 

Matches: (13)

(2879)		(5) Bi	
(20542)	Date	(2) B	
(15328)		(4) B	
(5098)	=	(4) Bt	
(5996)	08/09	(4) Dt	Student Names
(45466)		(1) C	Removed
(24832)	/2016	(2) H	
(6075)		(4) Je	
(49387)		(K) L	
(49267)		(K) E	
(49166)		(1) S	
(23773)		(1) S	
(70001)		(5) S	

Select a function for this group of students

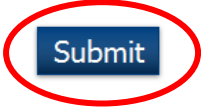
At the Start Page, the Current Selection (xx) [Current Selection \(13\)](#) is the current No Show selection. Make this a Stored Selection by clicking on [Stored Selections](#) [Stored Selections](#) . Name the Stored Selection ‘**No Shows 2016**’. Make sure ‘Save the current selection with a new name’ is selected. Click to submit.

Stored Selections

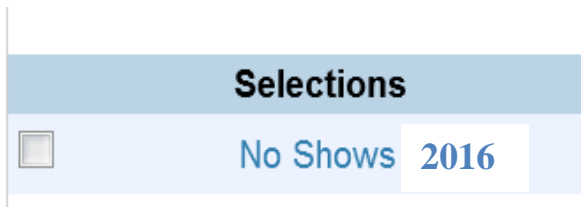
13 Str

Name of new selection

SAVE the current selection with a new name



To open the Stored Selection at any time, click on Stored Selections on the Start Page to find the Stored Selection **No Shows 2016**.



Subsequent Days :

Teachers should send any student that reports to school for the first time to the main office or the guidance department for all subsequent days. This is very important: The student is inactive in PowerSchool and must be enrolled.

If a student on the NO Show list returns to your school and he has not been enrolled at any other school in the preceding time, send his name to powerschool@mcps.org and the MIS staff will activate the student.

If the student has been attending another school in the preceding time, enroll the student as a re-entry (Use an Rxxx code).

When a student listed on a No Show list at another MCPS school tries to enroll at your school, send his name to powerschool@mcps.org and the MIS staff will activate the student.

Fax to 394-4444

Day (circle one) 1 2 3 4 5 6 7 8 9 10

STUDENT COUNTS FOR THE FIRST 10 DAYS OF SCHOOL
ELEMENTARY

School: _____

Date: _____

Number of Students Enrolled by Grade Level:

PK: _____

KG: _____

01: _____

02: _____

03: _____

04: _____

05: _____

Number of NO SHOW Students: _____

No Shows should not be duplicated (they should not be counted as present in the Grade Level box this is only for students who have physically attended your school).

All No Shows have been withdrawn. Yes _____ (initial)

Form Completed By: _____

Fax to 394-4444

Day (circle one) 1 2 3 4 5 6 7 8 9 10

STUDENT COUNTS FOR THE FIRST 10 DAYS OF SCHOOL
MIDDLE SCHOOL

School: _____

Date: _____

Number of Students Enrolled by Grade Level:

06: _____

07: _____

08: _____

Number of NO SHOW Students: _____

No Shows should not be duplicated (they should not be counted as present in the Grade Level box this is only for students who have physically attended your school).

All No Shows have been withdrawn. **Yes** _____ (initial)

Form Completed By: _____

Fax to 394-4444

Day (circle one) 1 2 3 4 5 6 7 8 9 10

STUDENT COUNTS FOR THE FIRST 10 DAYS OF SCHOOL
HIGH SCHOOL

School: _____

Date: _____

Number of Students Enrolled by Grade Level:

09: _____

10: _____

11: _____

12: _____

PG: _____

Number of NO SHOW Students: _____

No Shows should not be duplicated (they should not be counted as present in the Grade Level box this is only for students who have physically attended your school).

All No Shows have been Withdrawn. **Yes** _____ (initial)

Form Completed By: _____