No Show Report

Last Modified on 03/18/2024 8:54 am CDT

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The No Show Report lists enrollments with the No Show checkbox selected. A no show student is defined as a student who is enrolled in the school but never attends class and does not officially withdraw from the school. These enrollment records are ended after a certain number of school days, depending on district and/or state policy.

No Show Report

Report Logic

The report uses **ONLY** the No Show checkbox for inclusion in the report; it does not use enrollment

end statuses or start and end dates that may indicate a No Show enrollment. When the No Show checkbox is marked on an enrollment record, that instance is included in the report.

Guidelines for processing no show enrollments is a district and/or state policy. Follow recommended procedures based on these policies.

Report Editor

Option	Description
Which calendar(s) would you like to include in the report?	At least one calendar must be selected on the report editor. Calendars can be selected by the **Active Year** (default option), by the **School Name** or by the **School Year**. If a user does not have calendar rights to certain calendars, those calendars will not display for selection. The calendar selected in the Campus toolbar will be selected by default. If All Schools or All Calendars are selected in the Campus toolbar, no calendar is selected by default.
Ad hoc Filter	Selecting an ad hoc filter limits the results of the report to just those students included in the filter, as long as they meet the requirements of the report (in this case, have the No Show checkbox marked on their enrollment record).
Which status types would you like to include on the report?	Select whether State Enrollment Start and End Statuses are included, or Local Enrollment Start and End Statuses are included. State Enrollment Statuses are mapped in the System Administration Enrollment tool.
Which types of enrollments would you like to include in the report?	The No Show Report includes an option to report enrollments marked as No Show based on the enrollment type, selected on the student's enrollment record. All available options may be selected for inclusion in the report.
How would you like the report sorted?	The No Show Report can be sorted by **Student Name**, **Student Number** or the **Grade Level on the Enrollment** record. • Student Name sorts alphabetically by the student's Last Name, First Name, Grade Level, Student Number (default selection). • Student Number sorts numerically by the student's district-assigned Student Number. • Grade Level sorts numerically by Grade Level, student's Last Name, First Name, Student Number.

Option	Description
Report Format	The report can be printed in PDF, CSV or DOCX format.

Generate the Report

1. Select the **Calendar(s)** to include on the report.
2. If desired, select an **Ad hoc Filter**.
3. Select the **Enrollment Status Types** to include on the report.
4. Select the **Enrollment Types** to include on the report.
5. Select the desired **Sort Option** for the report.
6. Select the desired **Report Format**.
7. Click the **Generate Report** button. The report displays in the selected format with the selected options.

The Report header lists the District Name when multiple calendars are selected. When just one calendar is selected, the School Name and School Address displays.

The name of the report, the selected options and the total number of enrollments in the selected calendars also display.

Selected calendars that do no have any No Show enrollments are listed at the top of the report.

No Show Report - PDF Format

	A	B	C	D	E	F	G	H	I	J
1	School	Calendar	Student	Number	Enrollment Type	Grade	Start Date	End Date	State Start Status	State End Status
2	High School	2018-19 High School	Student, Abby	123456	P:Primary	11	9/4/2018	9/4/2018	00:Last year, public school, same district	
3	High School	2018-19 High School	Student, Brian	234567	P:Primary	10	9/4/2018	9/4/2018	00:Last year, public school, same district	
4	High School	2018-19 High School	Student, Constance	345678	P:Primary	10	9/4/2018	9/4/2018	00:Last year, public school, same district	
5	High School	2018-19 High School	Student, Dylan	456789	P:Primary	12	9/4/2018	9/4/2018	00:Last year, public school, same district	
6	High School	2018-19 High School	Student, Emily	567890	P:Primary	10	9/4/2018	9/4/2018	00:Last year, public school, same district	
7	High School	2018-19 High School	Student, Franklin	678901	P:Primary	10	9/4/2018	9/4/2018	00:Last year, public school, same district	99:Enrollment Status changed
8	High School	2018-19 High School	Student, Ginger	789012	P:Primary	10	9/4/2018	9/4/2018	00:Last year, public school, same district	
9	High School	2018-19 High School	Student, Henry	890123	P:Primary	10	9/4/2018	00	Last year, public school, same district	
10										
11										
12										

No Show Report - CSV Format

2018-19
High School
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Enrollment No Show Report
State Start/End Status
Enrollment Types: P, S, N
Sort Order: Student Name
Total Enrollments: 271

High School: 2018-19 High School (Enrollments: 271)

Student	Number	Enrollment Type	Grade	Start Date	End Date	Start Status	End Status
Student, Abby	123456	P:Primary	11	09/04/2018	09/04/2018	00:Last year, public school, same district	
Student, Brian	234567	P:Primary	10	09/04/2018	09/04/2018	00:Last year, public school, same district	
Student, Constance	345678	P:Primary	10	09/04/2018	09/04/2018	00:Last year, public school, same district	
Student, Dylan	456789	P:Primary	12	09/04/2018	09/04/2018	00:Last year, public school, same district	
Student, Emily	567890	P:Primary	10	09/04/2018	09/04/2018	00:Last year, public school, same district	
Student, Franklin	678901	P:Primary	10	09/04/2018	09/04/2018	00:Last year, public school, same district	99:Enrollment Status changed
Student, Ginger	789012	P:Primary	10	09/04/2018	09/04/2018	00:Last year, public school, same district	
Student, Henry	890123	P:Primary	10	09/04/2018	09/04/2018	00:Last year, public school, same district	

No Show Report - DOCX Format