

2009-10 No-show Instructions

Definition: No-show students are those students who have a line of enrollment at your school and do not show on the first day of school.

Action: After students are accounted for on the first day, those who do not "show" must be marked "no show".

NOTE: Middle and High school – before you mark no-show students, print the schedule. If they return, you will have a reference.

New information from the State regarding No-shows:

Codes T, X, and H **require** documentation. The box below provides acceptable documentation for these three codes. Mark "U" for students whose status is unknown.

In the past, we regularly chose "T", and the state would issue a relievable error (state reporting) when these students did not appear in another system in the state. Beginning 09-10, this error is no longer relievable.

In order to code those withdrawn students as 'X', 'T', or 'H', the following are acceptable forms of documentation to serve as proof of enrollment:

- T – the receiving school's request for transcript, or verification of student transfer by the GTID system
- X – The private school, out-of-state school, or out-of-country school's request for transcript
- H – A document signed by the parent, guardian, or "other person" declaring their intent for home school study

Authority: O.C.G.A. § 20-2-693 and O.C.G.A. § 20-14-33-(f).

Initially, you may have many "U" status no-shows. As you receive transcript or records requests, please check your enrollment to see if the student has been marked no-show and update their end status.