

Zangle

No-Show Drop Guide

For the 2009-10 School Year

Version 1.0

Updated August 15, 2009

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Overview

For 2009-10, the Information Technology (IT) Department is going to run a process to withdraw any students in the district who have not yet attended school this year. These students are referred to as *no-shows* and the process is called *no-show drops*.

Key points:

- **Tuesday, September 15 at 5:00 pm.** The IT Department is going to no-show drop Regular Education students (and Special Education students who are not Special Day Class) on September 15 at 5:00 pm.
- **Thursday, September 17 at 5:00 pm.** The IT Department is going to no-show drop Special Day Class students on September 17 at 5:00 pm.
- **Reasons for drops.** There are two reasons why IT will no-show drop your students. Either (1) they were marked Unverified Absence—A for *all* scheduled periods from September 8 through September 15 (or September 17 for Special Day Class students), or (2) they are currently enrolled and not scheduled.
- **Schools included.** The IT Department will run this process for all schools except the following: Charter schools, Special Education Sites (Riley, Del Sol, etc.), Non-Public, LCI, ALBA, Home and Hospital, and OCILE.

The purpose of this document is to describe what IT is going to do, outline what you need to do at the school, and provide answers to general questions.

What is IT going to do?

DROP ANY STUDENTS WHO ARE NOT SPECIAL DAY CLASS STUDENTS (9/15/09)

On Tuesday, September 15 at 5:00 pm the IT Department is going to no-show drop any students who are not Special Day Class students who have been absent since the first day of school. There are two reasons why IT will no-show drop your students. Either (1) they were marked Unverified Absence–A for *all* scheduled periods from September 8 through September 15, or (2) they are currently enrolled and not scheduled.

Situations:

- Student #1 is enrolled and scheduled for a class. He was marked A (Unverified Absence) for every period from 9/8 through 9/15. Yes, he will be no-show dropped by IT.
- Student #2 is enrolled and scheduled for a class. She was marked A (Unverified Absence) for almost all periods from 9/8 through 9/15. For some periods the teachers did not take attendance and by default the student is marked Present (as indicated by a dot). No, she will not be no-show dropped by IT.

#1

#2

#3

Student #3 is enrolled and scheduled for a class. He has been marked G (CIS No Credit Earned) because he is on contract for the beginning of school. No, this student, and any student with any attendance other than all A's, will not be no-show dropped by IT.

| Attendance History - Serra High | | | | | | | |
|--|----------|----------|----------|----------|----------|----------|--|
| File Codes Help Date: 09/15/2009 | | | | | | | |
| Student Name | | | | | | | |
| Abbott, Jorge-Ivan [504604] | | | | | | | |
| YES, will be no-show dropped by IT. (Marked absent for every period) | | | | | | | |
| Per | Tue 9-08 | Wed 9-09 | Thu 9-10 | Fri 9-11 | Mon 9-14 | Tue 9-15 | |
| 1 | A | A | A | A | A | A | |
| 2 | A | A | A | A | A | A | |
| 3 | A | A | A | A | A | A | |
| 4 | A | A | A | A | A | A | |
| 5 | A | A | A | A | A | A | |
| 6 | A | A | A | A | A | A | |

| Attendance History - Serra High | | | | | | | |
|--|----------|----------|----------|----------|----------|----------|--|
| File Codes Help Date: 09/15/2009 | | | | | | | |
| Student Name | | | | | | | |
| Leth, Javier Paul [504371] | | | | | | | |
| NO, will not be no-show dropped by IT. (Marked present for some periods) | | | | | | | |
| Per | Tue 9-08 | Wed 9-09 | Thu 9-10 | Fri 9-11 | Mon 9-14 | Tue 9-15 | |
| 1 | A | A | A | A | A | A | |
| 2 | A | A | A | A | A | A | |
| 3 | A | . | . | . | A | A | |
| 4 | A | A | A | A | A | A | |
| 5 | A | A | A | A | A | . | |
| 6 | A | A | A | A | A | A | |

| Attendance History - Serra High | | | | | | | |
|--|----------|----------|----------|----------|----------|----------|--|
| File Codes Help Date: 09/15/2009 | | | | | | | |
| Student Name | | | | | | | |
| Reece, Katherine Michelle [504563] | | | | | | | |
| NO, will not be no-show dropped by IT. (Marked anything other than absent–U's, Z's, E's, I's, G's, etc.) | | | | | | | |
| Per | Tue 9-08 | Wed 9-09 | Thu 9-10 | Fri 9-11 | Mon 9-14 | Tue 9-15 | |
| 1 | G | G | G | G | G | G | |
| 2 | G | G | G | G | G | G | |
| 3 | G | G | G | G | G | G | |
| 4 | G | G | G | G | G | G | |
| 5 | G | G | G | G | G | G | |
| 6 | G | G | G | G | G | G | |

DROP SPECIAL DAY CLASS STUDENTS (9/17/09)

On Thursday, September 17 at 5:00 pm the IT Department will follow the same process described above to no-show drop any Special Day Class students. Only Special Education students with the Special Day Class wingding will be included in the drops on this day.

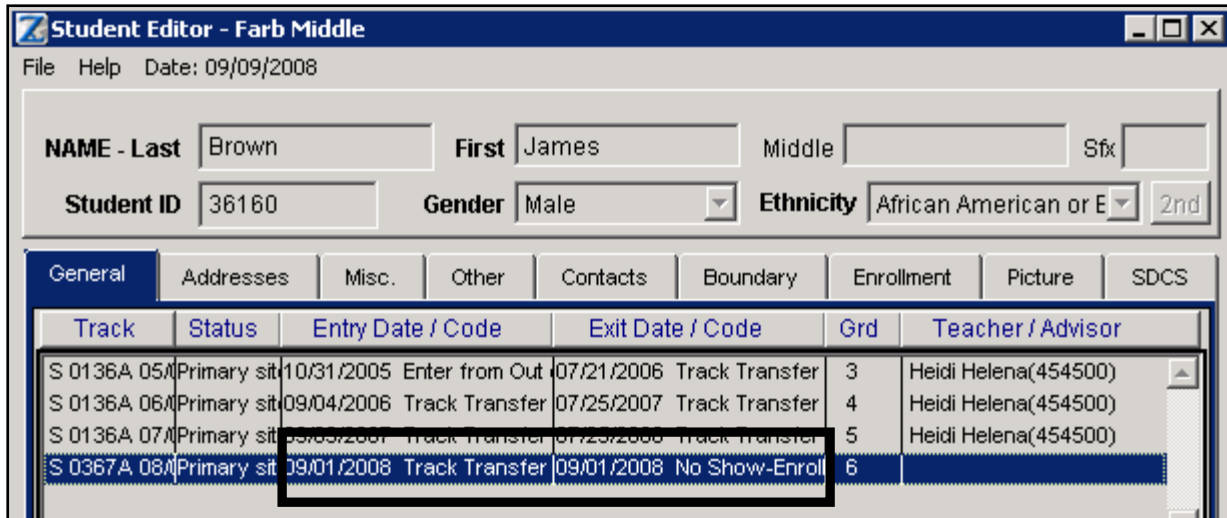
DELETE SCHEDULES FOR THE NO-SHOW STUDENTS

When the no-show students are dropped, IT will also delete the students' schedules.

EXAMPLE OF WHAT YOU WILL SEE IN STUDENT EDITOR

Below is an example of a student who was no-show dropped by IT. A student who was no-show dropped by IT will look the same in Student Editor as when you perform a no-show drop. You will see the following:

- **Entry date:** 9/7/09
- **Exit date:** 9/7/08 (same as entry date!)
- **Exit code:** No Show–Enrollment Dropped L05



Student Editor - Farb Middle
File Help Date: 09/09/2008

NAME - Last: Brown First: James Middle: Sfx: Student ID: 36160 Gender: Male Ethnicity: African American or E 2nd

General Addresses Misc. Other Contacts Boundary Enrollment Picture SDCS

| Track | Status | Entry Date / Code | Exit Date / Code | Grd | Teacher / Advisor |
|-------------|-------------|---------------------------|---------------------------|-----|----------------------|
| S 0136A 05A | Primary sit | 10/31/2005 Enter from Out | 07/21/2006 Track Transfer | 3 | Heidi Helena(454500) |
| S 0136A 06A | Primary sit | 09/04/2006 Track Transfer | 07/25/2007 Track Transfer | 4 | Heidi Helena(454500) |
| S 0136A 07A | Primary sit | 08/05/2007 Track Transfer | 07/25/2008 Track Transfer | 5 | Heidi Helena(454500) |
| S 0367A 08A | Primary sit | 09/01/2008 Track Transfer | 09/01/2008 No Show-Enroll | 6 | |

CHANGE NO-SHOWS ENTERED INCORRECTLY BY SCHOOLS

The IT Department is going to change no-show records entered incorrectly by schools.

| What the school entered | How IT will change the record |
|--|--|
| Wrong dates used with L05 <i>Example: 9/8 - 9/8 with exit code No Show–Enrollment Dropped L05</i> | IT will change the dates to 9/7 - 9/7. |
| Wrong dates used with something other than L05 <i>Example: 9/8 - 9/8 with exit code Grade 7-12 transfer out of SDUSD–L04</i> | Two things can occur: <ul style="list-style-type: none"> • If the student was actually present for one day of school, IT will leave the record alone. • If the student is a no-show, IT will change the dates to 9/7 and set the exit code to L05. |
| Date range used with L05 <i>Example: 9/8 - 9/10 with exit code No Show–Enrollment Dropped L05</i> | IT will ask the school to change the dates or exit code. |

What do schools need to do?

SCHEDULE ANY UNSCHEDULED STUDENTS

By 5:00 pm on Tuesday, September 15 you need to schedule any remaining unscheduled students. If you have any students who are attending your school and are not currently scheduled, schedule them for classes and enter their attendance. There are a variety of ways to identify your unscheduled students:

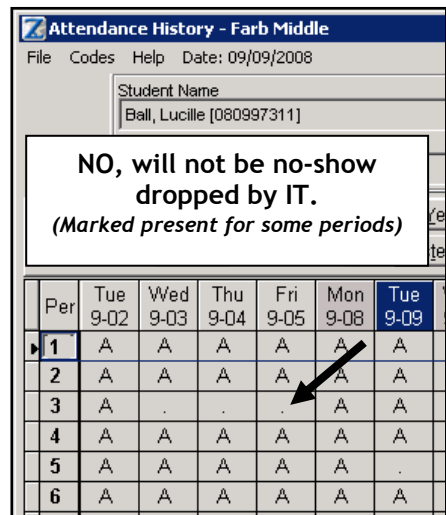
- All schools: Run the **Unscheduled Period Report** (Scheduling module).
- All schools: Filter reports by the dynamic group called **NoSched—Students with no schedule**.
- Elementary schools: Go into Assign Students (Scheduling module) and filter the screen by “Show students with NO schedules.”

DROP THE NO-SHOW STUDENTS WHO WILL NOT BE PART OF IT’S PROCESS

By 5:00 pm on Tuesday, September 15 you need to drop any no-show students who will not be part of the IT process.

- IT is no-show dropping students who were absent every period of every day.
- **You** need to no-show drop students who will not be part of IT’s process. These are students who are probably no-shows but are not marked absent every period of every day.

Follow the directions for no-show dropping students as described in the Zangle Enrollment Handbook. If you are using an outdated handbook, please download the latest version at <http://www.sandi.net/zangle/readandlearn/handbooks>.



| Per | Tue 9-02 | Wed 9-03 | Thu 9-04 | Fri 9-05 | Mon 9-08 | Tue 9-09 |
|-----|----------|----------|----------|----------|----------|----------|
| 1 | A | A | A | A | A | A |
| 2 | A | A | A | A | A | A |
| 3 | A | . | . | . | A | A |
| 4 | A | A | A | A | A | A |
| 5 | A | A | A | A | A | . |
| 6 | A | A | A | A | A | A |

You need to no-show drop students who are not part of the IT process.

BE AWARE OF THE STUDENTS WHO WERE NO-SHOW DROPPED BY IT

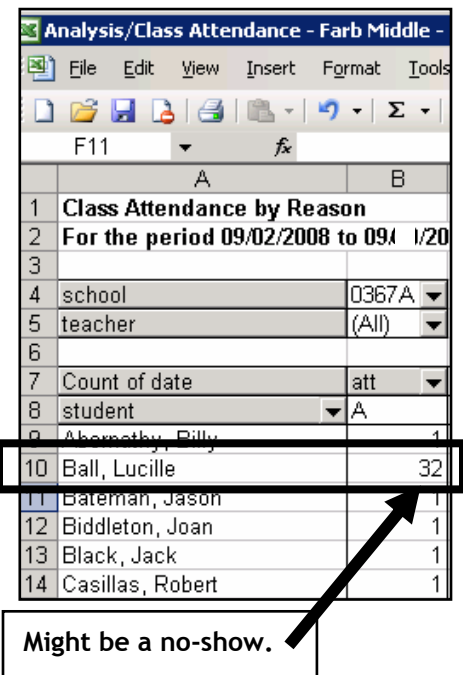
On September 16 and later, after IT has run the no-show drop process, run the ***No-Shows—Dropped by IT** report to see which students were no-show dropped by IT. This is a Query Writer report in the Enrollment module. **This report might give multiple lines per student—it is designed to list all of the contacts for each student.** This way you can follow-up and contact the no-shows if necessary. **NOTE:** You must change the system date to 9/7/09 before running this report. Otherwise you will get a message that says “Query did not return any rows” or you will not get complete results.

Questions and Answers

- 1. For which reasons will students be no-show dropped by IT?**
There are two reasons why IT will no-show drop your students. Either (1) they were marked Unverified Absence—A for *all* scheduled periods from September 8 through September 15 (or September 17 for Special Day Class students), or (2) they are currently enrolled and not scheduled.
- 2. Do I need to no-show drop students ahead of time even though IT is going to drop students?**
Yes. If you have any students who will not be part of the IT process, you need to no-show drop them.
- 3. Which report can I use to determine potential no-show students?**

The **Class Attendance Analysis report** (Attendance module) is a helpful report for determining who might be a no-show. Use this report to show the number of periods a student has been marked Absent. Follow these directions:

- Click **Attendance**. Click **Reports**. Select **Analysis/Class Attendance**.
- Set the date range to **9/8/09 to 9/15/09** (set the end date to the date that you are running the report). Click **Create Pivot Table**. An Excel pivot table will open.
- Drag **period** and **type** off the report into the Field List. From the **att** filter, select only A (Unverified Absences) to include in the report. At this point you will have a list of students as shown at right.
- Look at the **att** column. Students with high numbers of absences might indicate that they are no-shows. From here you can follow up and find out if the student is truly not in attendance.



| | A | B |
|----|--|-------|
| 1 | Class Attendance by Reason | |
| 2 | For the period 09/02/2008 to 09/15/2009 | |
| 3 | | |
| 4 | school | 0367A |
| 5 | teacher | (All) |
| 6 | | |
| 7 | Count of date | att |
| 8 | student | A |
| 9 | Ahernathy, Billy | 1 |
| 10 | Ball, Lucille | 32 |
| 11 | Bateman, Jason | 1 |
| 12 | Biddleton, Joan | 1 |
| 13 | Black, Jack | 1 |
| 14 | Casillas, Robert | 1 |

- 4. I have some students on contract leave. Will they be no-show dropped by IT?**
No. The student will not be no-show dropped if he or she has a contract attendance code entered in Zangle.
- 5. Is IT going to drop the no-shows or delete the no shows?**
IT will *drop* no-shows at this time. This means that students' records will be "closed out" and will still appear in Student Editor. IT and the Research and Evaluation Department (RED) will be analyzing no-shows in the future for State reporting requirements. Some no-show records might be deleted later.

6. **May I request that IT does *not* no-show drop my students?**
No.
7. **What happens to unscheduled students? Are they dropped?**
Yes. Unscheduled students will be no-show dropped. If you have students who are enrolled but are not scheduled, you need to schedule them into class (and take attendance for them) before IT runs the process.
8. **How will I know which students were no-show dropped by IT?**
To see a list of students who were no-show dropped by IT, you can run the ***No-Shows—Dropped by IT** report. It is a Query Writer report found in the Enrollment module. It is set up to display students who with enter and exit dates of 9/7/09 and who are not currently enrolled anywhere else in the district. **This report might give multiple lines per student—it is designed to list all of the contacts for each student.** This way you can follow-up and contact the no-shows if necessary. **NOTE:** You must change the system date to 9/7/09 before running this report. Otherwise you will get a message that says “Query did not return any rows” or you will not get complete results.
9. **Will the *No-Show Dropped by IT report show the no-show drops that I did?**
No. To see a list of students who *you* no-show dropped, you can run the ***No-Shows—Dropped by School** report. It is a Query Writer report found in the Enrollment module. It is set up to display students who with enter and exit dates of 9/7/09 and who are not currently enrolled anywhere else in the district. **This report might give multiple lines per student—it is designed to list all of the contacts for each student.** This way you can follow-up and contact the no-shows if necessary. **NOTE:** You must change the system date to 9/7/09 before running this report. Otherwise you will get a message that says “Query did not return any rows” or you will not get complete results.
10. **If I drop the student, what process do I follow? Which date do I use?**
Follow the directions in the Zangle Enrollment Handbook. If you are using an outdated handbook, please download the latest version at <http://www.sandi.net/zangle/readandlearn/handbooks>. Make sure you enter the following:
Entry date: 9/7/09
Exit date: 9/7/09 (same as entry date!)
Exit code: No Show—Enrollment Dropped L05
11. **What do I do if a student was no-show dropped and then the student shows up the next day (or a day thereafter)?**
Re-enroll the student and delete the no-show record.
12. **Can I ever delete a no-show record?**
Yes. If you enroll a student during September who was previously no-show dropped, you should always delete the no-show record. You delete the record after you have enrolled the student. Directions for deleting a no-show record are in the Enrollment Handbook.
13. **I’ve heard the term “reverse no-show.” What is that?**
The IT Department refers to certain students as *reverse no-shows*. This is when a school chooses the wrong exit code (something other than No Show—Enrollment Dropped L05) but uses 9/7 - 9/7 as the entry and exit dates.