

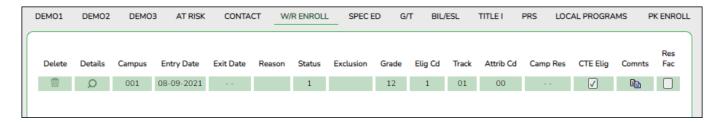
first-day-attendance-counts-correct-activated

Table of Contents

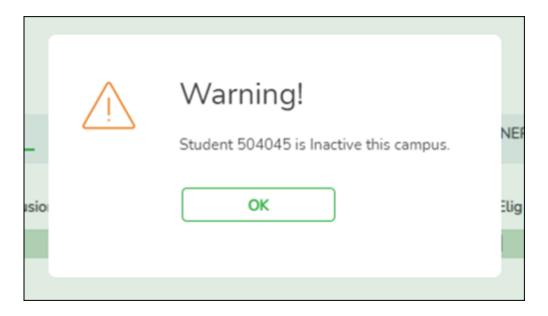
Registration > Maintenance > Student Enrollment > W/R Enroll

Create a No Show record for the student with the first day of school as the **Entry Date** and **Exit Date**. If the student does show up later, the student will need to be re-entered manually.

The student will have an enrollment row with an **Entry Date**.



- Click P for that row.
 - In the **Exit Date** field, type the first day of school.
 - In the **Reason** field, select 44 (No Show).
- Click **Save**. A message is displayed stating that student is Inactive at this campus.



Click OK.

• Click Save.

The student will now have one No Show record row with the first day of school as the Entry Date and

Exit Date and must be manually re-entered if the student shows up to school later. The Campus will also need to manually adjust any special programs and course entry dates.





Back Cover

3