From: Conner, Dede - KDE Division Director
Sent: Tuesday, August 5, 2025 12:36 PM
To: All State KSIS Contacts
Subject: KSIS Notification: Reminder - No Show Procedures for 2025–2026 School Year
Importance: High

KSIS Points of Contact: FYI - the information below that was shared with DPPs earlier today.

To: Whitlow, Josh - Division of District Support

Good Morning,

As we begin the 2025–2026 school year, this is a reminder to ensure proper procedures are followed when coding "No Show" students in Infinite Campus. Please pass this information along to all attendance clerks, registrars, and guidance departments to ensure consistent and accurate data entry.

A 'No-Show' enrollment status should be used when a student was enrolled in your district at the end of the prior school year (2024–2025) but does not attend on the first day of school. These records are used for state dropout calculations, federal reporting, and to track the student's last known enrollment and address.

General Reminders:
- DO NOT change the previous year's end status. If the student finished the year, the record should end with CO1.
- NEVER delete an enrollment. Enrollments should always be end dated, not deleted.
- The only exception is when a student is a No Show at one school but is enrolled in another school within the **same** district on the first day of school. In that case, the original enrollment may be deleted by a district administrator.
- The No Show checkbox in IC will automatically populate once the current year's enrollment is properly closed.

Scenarios and Steps:
If a student does not show up on the first day:
- ➤ Leave the Start Date as the first day of school.
- ➤ Change the Start Status to NS: No Show.
- ➤ Enter the End Date as the same as the Start Date.
- ➤ Enter the End Status based on what is known:
   - o W22 – Enrolled in another KY district
   - o W29 – Moved out of state/country
   - o W24 – Unknown whereabouts
- ➤ (Include comments when available – codes can be updated if additional information is received.)

Important: Do not use the Attendance Wizard on Day 1. Teachers should take attendance manually. Use the Caller Report to identify no-show students.

If the district receives a record over the summer:
- ➤ DO NOT change the prior year's CO1 status.
- ➤ For the new year:

- o Set Start Status to NS: No Show
- o End Date = Start Date
- o Enter appropriate End Status

<mark>If the student officially drops out over the summer:</mark>
- ➢ Keep prior year end status as CO1.
- ➢ For the new year:
  - o Set Start Status to NS: No Show
  - o End Date = Start Date
  - o End Status = W25
  - o (Optional) Enter Dropout Reason and Dropout Questionnaire Date

<mark>If the student moves to another school within the same district:</mark>
- ➢ Use the Student Locator to enroll the student in the new school.
- ➢ Once enrolled, the previous school's enrollment may be deleted – students would be considered a true "No Show" in the district. (Must be done by a district administrator.)

<mark>If the student shows up later:</mark>
- ➢ Enter a new enrollment record with the appropriate entry code.
- ➢ DO NOT delete the original No Show record unless it falls under the exception noted above.
- ➢ Create student's schedule.

If you have questions about specific situations or need support with Infinite Campus entry, please reach out to me at josh.whitlow@education.ky.gov or (502) 564-5279 ext. 4450.

For full KDE guidance, please refer to the No Show – Data Standard.

Thank you for your continued attention to accurate reporting and data entry as we begin the school year.

Josh Whitlow
Resource Management Analyst III
Division of District Support
Office of Finance and Operations

Phone: (502) 564-5279 Ext. 4450
Email: josh.whitlow@education.ky.gov
300 Sower Blvd. – 4th floor
Frankfort, KY 40601
Twitter: @KyDeptofEd

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