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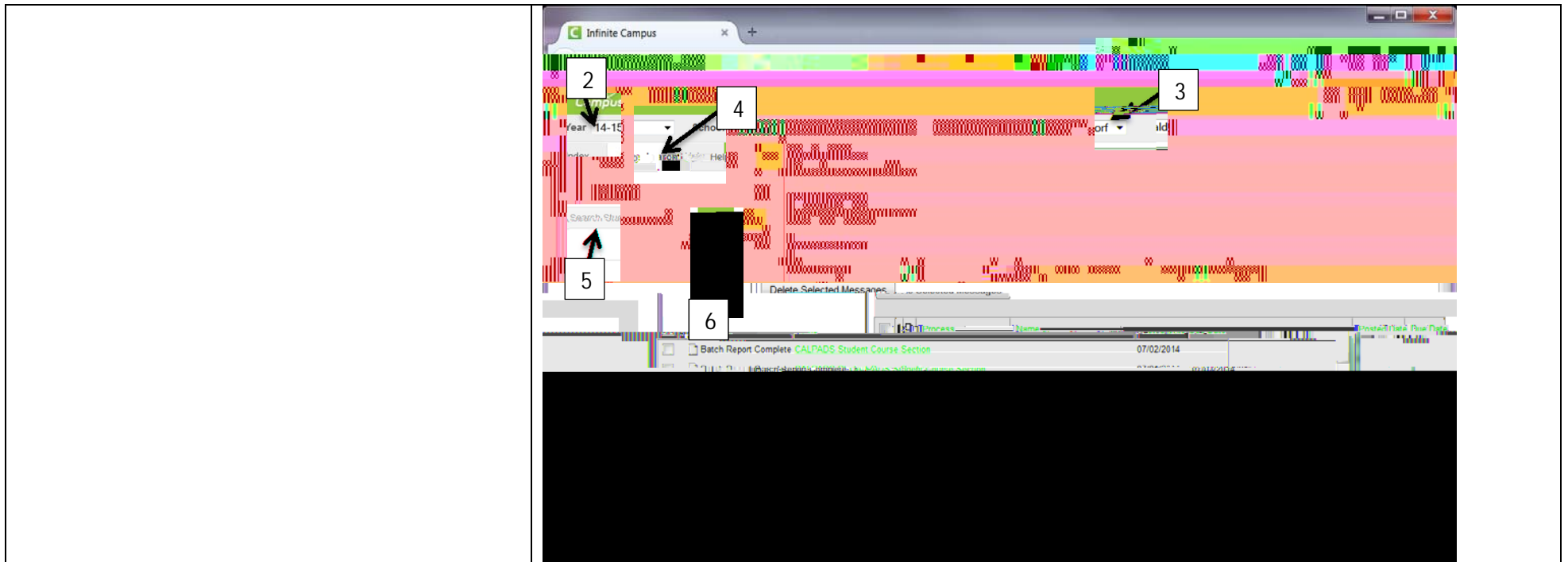
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No Show Enrollment Clean Up Procedures for 2014 2015

Directions:

Follow the steps below to close out your **NO SHOW** enrollments that are enrolling into another school at SCUSD.

CALPADS now requires that *all student enrollment records to be closed out* with an End date and End Status entries before students can be re enrolled in another school. Students absent on the first or second day of school, without proper absence verification, must have their pre enrollment records deleted before another school in SCUSD can enroll them for the current school year. **Please delete these records by September 12, 2014** before positive attendance is entered



7. Select the student records that need to be closed out from the list
8. Select: "Enrollments" tab.
9. Double click on enrollment record

to

ENROLLMENTS

ENROLLMENTS

"Delete"

-

To close out the enrollment, use the following procedures:

10. Click "Delete" if