



NOTE: CO	OMPLETE (ONE SH	IEET FOI	R EAC	H DAY	OF TH	E FIR	ST T	WO W	EEKS OF	SCHOOL	
			ase Email									
						1110 1010				,		
School:												
Principal:						Your Area Assistant Superintendent: email lucyda@scusd.edu						
					AND Meuy-Saechin@scusd.edu, CarrascM@scusd.edu							
Date:		AND Meuy-Saechin					n@scu	sd.edu,	Carrascl	M@scusd.edu		
	Spec Ed SDC						Total Regular		Total All			
			T									
School Name	Enrollment	7	8	9	10	11	12	Enrollment		Enrollment	Comments/Notes	
Albert Einstein								0				
American Legion								0		0		
C. K. McClatchy								0				
California								0				
Capital City									0			
Engineering & Sci.									0			
Fern Bacon									0	0		
Goerge Washington Carver		SAMPLE							0			
Health Professions		SAMPLE 0 0										
Hiram Johnson		0 0										
John F. Kennedy		0 0 0 0										
John Still												
Kit Carson									0	0		
Luther Burbank									0	0		
New Tech								0				
Rosa Parks									0			
Rosemont									0			
Sam Brannan									0			
Success Academy									0			
Sutter									0			
The Academy									0			
The Met									0	_		
West Campus									0			
Will C. Wood									0	0		
	0	0	0	0	0	0	0		0	0		
Budget Services												

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 <u>End date</u> and <u>End Status</u> 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 <u>deleted before</u> another school in SCUSD can enroll them for the current school year. <u>Please delete these records by September 12, 2014 before positive attendance</u> is entered



No Show Enrollment Clean Up Procedures for 2014 2015

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

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"Delete"

To close out the enrollment, use the following procedures:

10. Click "Delete" if