Daily Headcount Adjustment-Manual Process for 1st 10 Days of School

The following process is used for finding absent students that are not confirmed to be in another school and whose enrollment needs to be moved a day ahead.

Steps:

- Confirm students who are absent by navigating at the school level to:
    - Start Page > Attendance
    - Select either the Daily or Meeting tab accordingly.
    - Make current selections as needed.

- If you updated the students' School Enrollments who were absent on the previous day to the current day, you can find them by searching for their school entry date:
    - Start Page > In the student search field enter: EntryDate=##/##/#### (use the current day's date)

- Once you have the students as your Current Selection, before changing any of their dates, clear any prior attendance that has been entered. This can be done individually or in mass using the "Attendance Change" group function. Refer to the following documents on the NC SIS website for process details.
    - http://www.nc-sis.org/Documents/attendance/PS_QRD_Updating_Attendance_Daily.pdf

    - http://www.nc-sis.org/Documents/attendance/PS_QRD_Updating_Attendance_Meeting.pdf

- After the Attendance is cleared, use the "Student Field Value" group function to modify their School Enrollment start date (EntryDate) in mass or go to the student's Transfer Info screen and modify their Current Enrollment manually.

- When you have finished modifying the students' school enrollments, you will need to update their class enrollments. These have to be modified individually. Go to the student's All Enrollments screen, click Edit on each enrollment and modify the Enroll Date.

Related Issues and Documentation:

If you have a student whom you have confirmed will not be attending your school, transfer the student out using the process as defined in the following QRD on the NC SIS website.

Prior to performing this process, navigate to the student's Transfer Info screen and set the student's Entry Date back to the first day of school.

Additionally, navigate to the student's All Enrollments screen and set the Entered Date on all classes back to the first day of school.

http://www.nc-sis.org/Documents/admit_withdraw/PS_QRD_Transfer_Out.pdf

Ensure that you make the student a "No Show" by setting the "Date of Transfer" to match the school Entry Date on the Transfer Info screen. Set the Exit Code to W1.

If the student is a drop out refer to the following:
http://www.nc-sis.org/Documents/student_info/PS_QRD_Dropout_Process.pdf

Ensure the Exit Code is set to W2.

Other Reference:
http://www.nc-sis.org/Documents/admit_withdraw/PS_QRD_Student_Transfer_Cheatsheet.pdf