

Campus Mark Missing Students (No-Shows)

A **missing student or no-show** is a student who was projected to attend your school, but who has not attended. You must mark a student as “missing” (or no-showed):

- When the student *has not* attended your EDP school *at all this school year*.
- When you learn that a student *will not attend*, even if this is prior to the first day of EDP class for the year.

(For students who have attended an EDP session this year, but drop out, you should end the enrollment record.)

The **Missing-Student (No-Show) Process** will place students on a list that the SIS Helpline staff will use to remove a student’s EDP enrollment record from your school.

1. On Campus Home Page, go to SPPS Reports (found in left column).
2. Click on plus (+) to open SPPS Reports.
3. Select Missing Students.
4. When login appears, use your EDP Campus login.
5. Select your EDP school and the current school year, then click **Go**.

The report takes a few moments to run. The list that appears includes all students currently enrolled in the EDP site that you selected.

6. Sort list: presorted alphabetically. To change sort order to student number, click on column header.

(Sorting refreshes the screen. Save your changes before starting a new sort.)

7. Click on box to the left of the student name to check those to be marked as “Missing.”
8. **Save:** Click Submit (bottom of list) or press Enter on keyboard.

View Students Who Have Not Enrolled in Another School After No-Show

If a student who is no-showed is not enrolled in another Saint Paul school, the name will appear on this list. But since all of your students are also enrolled during the daytime, their names will not appear here.

View Students with No-Show Pending

Below the student list, see the student names for those who have been selected for no-show but are not yet no-showed by an overnight process. (These students are still “active” in your EDP school until the no-show process is completed overnight.)

View Completed “Missing Students” List

Go to bottom of the page to view students whose no-shows have been completed.

Wrong student marked? Get help immediately:

SIS Helpline telephone: 603-HELP, then press 2

SIS Helpline on-line assistance: from <http://connect.spps.org>, click on Campus Assistance. When new page appears, click on SIS Help.