

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. Mark a student as missing *only* when the student *has not* attended your school *at all this school year*. (For students who have attended school at all this year, but then leaves, 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 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 regular Campus login.
(Only enrollment staff persons have access rights.)
5. Select your school and the current (or upcoming) school year.
A drop-list appears below the school name. Most secondary schools should select Main. Elementary schools and some secondary schools will need to **Select Structure**. Then click **Go**.
Report takes a while to run. The list that appears includes all students currently enrolled in the school 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 next to student name to mark 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.

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 SIS staff. (These students are still "active" in your school until SIS staff has completed the no-show process.)

View Completed "Missing Students" List and Enter Information Regarding Student's Next School

View: Go to bottom of the page to view students whose no-shows have been completed by SIS staff.

Mark: In the blank next to the student's name, please type in the school/city/state where the student will attend (only if the student is leaving St Paul Schools) and then **Submit**.

Wrong student marked?

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.