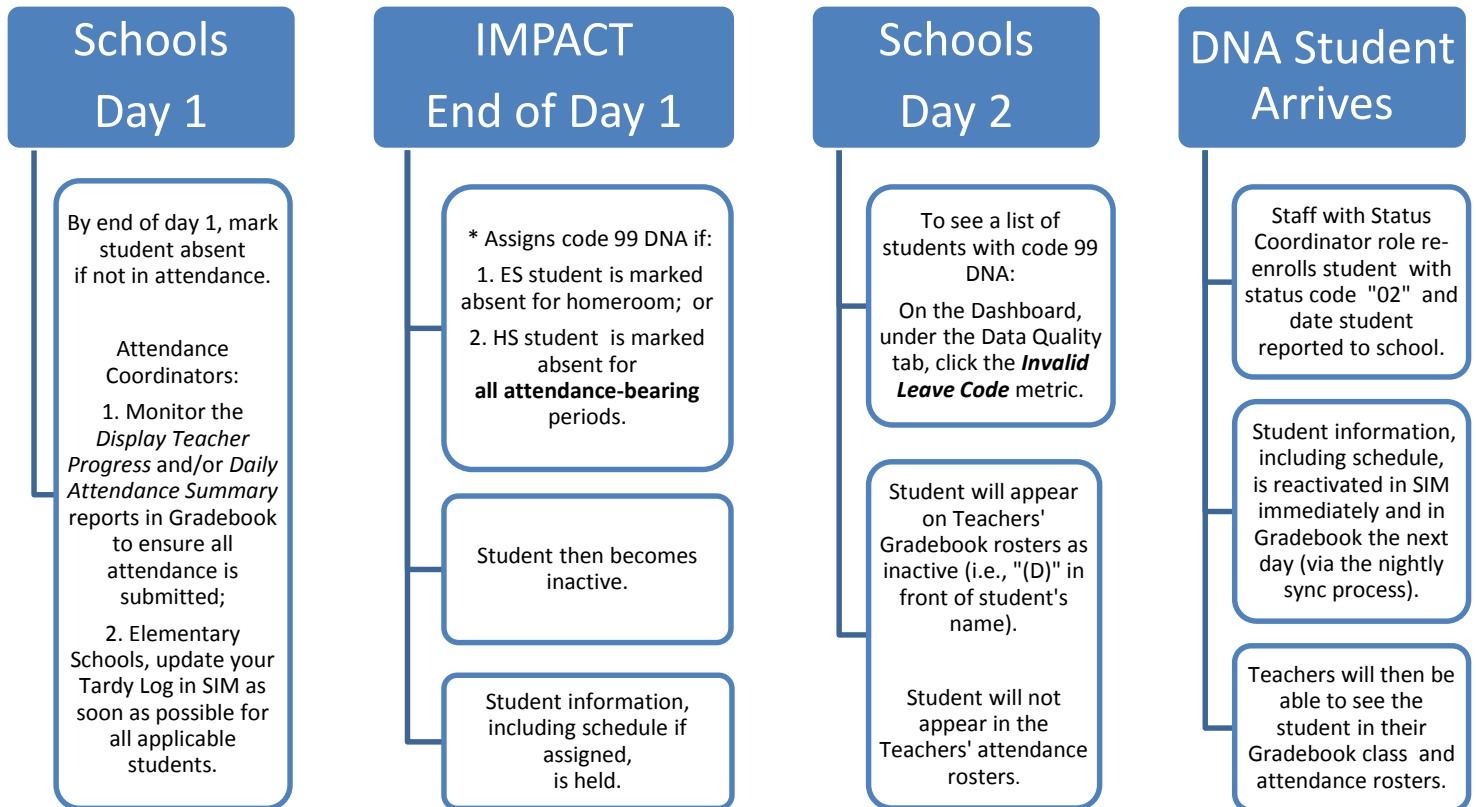


99 Did Not Arrive 2017-18SY



First day of school is Tuesday, September 5, 2017



Success of the Did Not Arrive (DNA) process depends on tight coordination amongst Schedulers, Teachers, Attendance and Status Coordinators:

- ✓ **Day 1 Attendance** - Attendance Coordinators, work closely with Teachers to ensure attendance is accurately submitted for all students. Schools have until 8:00 pm to complete attendance. Requests to remove a code 99 because a student was inadvertently marked absent will be monitored.
- ✓ **HS Students With Missing Schedules and ES Students With "N/A" Homerooms** - Schedulers, High School students must be given a schedule as soon as possible, and Elementary School students must be assigned a homeroom as soon as possible. Students without full schedules or homeroom assignments will be continuously monitored and reported to Network Chiefs.
- ✓ **Final determination of student status for code 99 students by the 20th day** - The school must do its due diligence to determine student status for code 99 students who have not re-enrolled into a school by the 20th day. Once a determination has been made, the appropriate leave code should be added to a student's record. Reference the SIM Enrollment & Leave Code Quick Guide on the IMPACT website (click [here](#)).
- ✓ **After the 20th day** - A report listing all code 99 students will be published for follow up by Network and Central Office staff. **IMPORTANT: Schools are encouraged to resolve code 99 students by the 10th day because funding adjustments for student-based budgeting will be made on September 18, 2017.**

* **Note:** Students in Charter and Nonpublic (managed by ODLSS) schools are excluded from the DNA Process. PE and PK students in all schools are excluded from the DNA Process (see Preschool specific guidelines on the [Knowledge Center](#)).