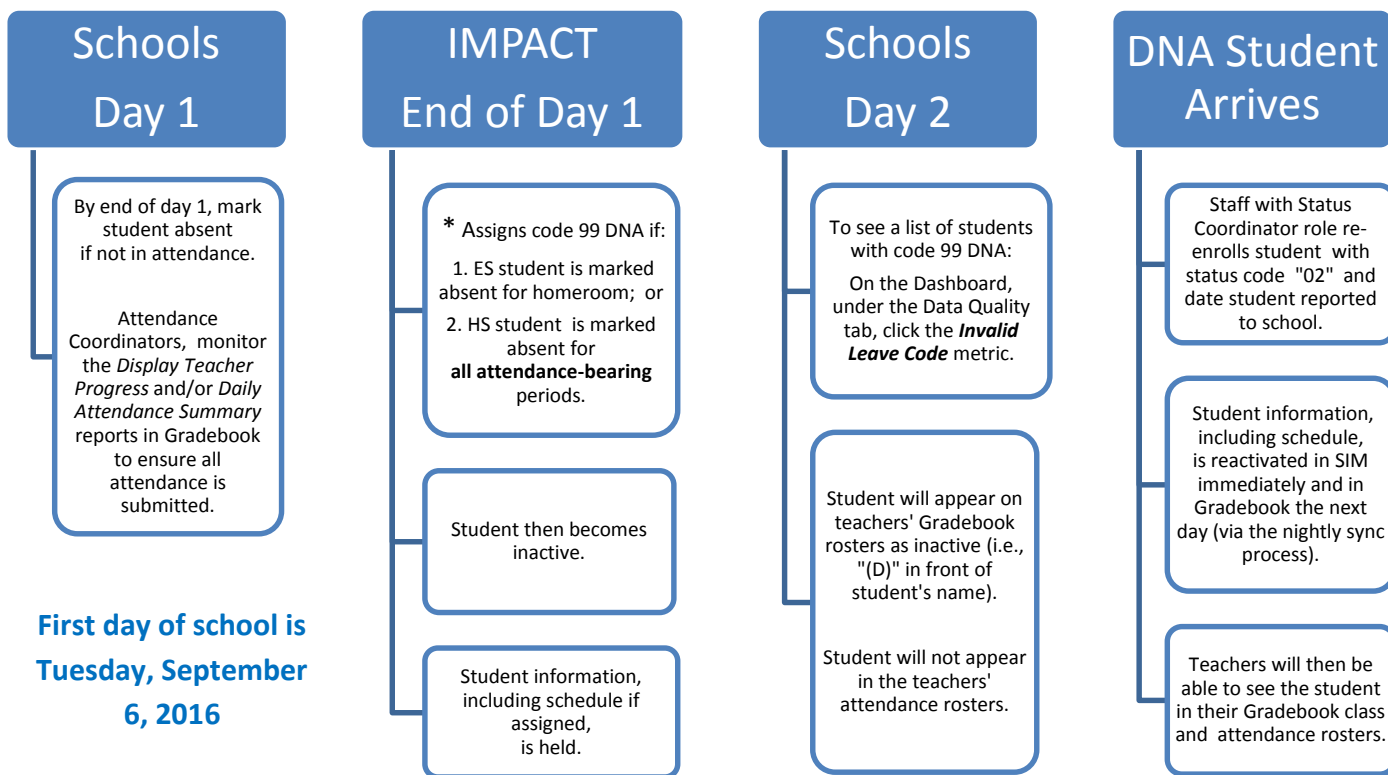


# 99 Did Not Arrive 2016-17SY



**First day of school is  
Tuesday, September  
6, 2016**

## 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. Elementary Schools, it is critical that Tardy Log updates are completed for all applicable 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.
- ✓ **Students With Missing Schedules** – Schedulers, students enrolled the first day of school should be given a schedule as soon as possible. Students who continue to remain without schedules after the first day of school will be monitored.
- ✓ **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 10<sup>th</sup> day because funding adjustments for student-based budgeting will be made on September 19, 2016.**

\*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 [kc.cps.edu](http://kc.cps.edu)).