Procedure Notice

**Did Not Arrive Process: How to Manually Affix the “99” Did Not Arrive Code**

**Situation:** The automated “Did Not Arrive” (DNA) process was been run for those schools that have taken and submitted attendance in IMPACTSIM. Students who have not shown up yet to school have received a code of “99” in the system and are now withdrawn.

**Description:** Students who were missed by the DNA process need to be inactivated in order for Membership and Attendance rates to be accurate. Schools will now have to manually affix the “99” Did Not Arrive code for students who were missed in the automated process. Schools can distribute the class roster report from the Reports Portal for Homeroom/Division/Advisory to teachers to assist in this process.

To affix the 99 DNA code:
1. Secure the list of students who have not yet arrived for Homeroom/Division/Advisory.
2. Log on to IMPACTSIM.
3. From the Home page Click All Students or the individual grade level that you would like to address.
4. Select students by placing check marks in the boxes next to the students’ name (30 or less at a time).
5. Click Actions>Assign>Multi-Values.
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6. In the Assigned Field dialog box, Select Enrollment.
7. In the Update Option dialog box, Select Add the following record.
8. In the Status Code dialog box, Select 99 Did Not Arrive.
10. Click OK.
11. Repeat the process as necessary for remaining students to be DNA’ed.

Students with codes of “99” are inactive from membership. However, these students can be easily found under the Withdrawn Students This Year link. When a student arrives to school for the first time, s/he will then need to be reactivated. For full instructions on reactivating students, please see http://impact.cps.k12.il.us/publications.asp and follow the steps outlined in the Procedure Notice called “Re-Activation of Students after DNA (Code 99) Has Been Applied for SIM Schools.”

Please direct questions to the IMPACT Help Desk at (773) 553-3925, option 2, or impact@cps.k12.il.us. Thank you for your continued support.