Procedure Notice

Re-Activation of Students after DNA (Code 99) has been Applied for SIM Schools

**Situation:** This document contains procedural guidelines for returning students to membership upon arrival at school for their first day of instruction after a Did Not Arrive (DNA) Code 99 had been affixed. Those students who were absent in homeroom (elementary schools) or were absent in every class where period-by-period attendance is taken (high schools) on the first day of school were considered DNA and are, therefore, not in membership. The students who have not yet arrived at the school were assigned a temporary leave code of DNA, Code 99 in SIM. IMPACT will automatically affix the DNA Code 99 for all students who do not report to school on the first day. A code of 99 inactivates the student in SIM. While the students are inactive, SIM will still hold the student schedule and all of the data that was converted for the student. The solution requires tight coordination between teachers and each school’s attendance office.

**Description:** Once a student attends school for the first time, status is updated by entering the appropriate enrollment code, and the new date of enrollment. Re-activating enrollment will make the student available for school attendance and membership statistics.

**Response:**

1. The school administrator or status clerk can run a query starting the second day of school to identify all students with the DNA Code 99. Clicking on the All Students Hyperlink on the Home Page displays an alpha list, including the school enrollment count.

2. After IMPACT assigns the status code of 99, the student is inactivated from membership, but may easily be tracked via the Withdrawn Students This Year link. Inactive students still show up on teacher rosters, but in italicized print. Inactive students will NOT appear on the teacher attendance page and the teacher will not be able to take attendance for that student until the student is reactivated. The student schedule is left intact.

3. When student arrives at school for the first time for instruction, s/he will have to report to be reactivated because the classroom teacher will be unable to record attendance for an inactive student.

Every Child, Every School

SIM All Schools
Procedure 22: Reactivation of Students for ALL Schools
• The Status Coordinator selects the Withdrawn Students This Year link.

• Next, the Status Coordinator selects the student via the italicized hyperlinked name.
• Once in the student record, select Enrollment from the left-hand menu pane.

• The Status Coordinator adds a new code of Enrolled with the current date.
The student is activated (in real-time) and the student record may now be accessed. The school can then give the child the schedule.

One suggestion is to institute an express line for students who need re-activation vs. a line for students waiting enrollment or transferring in.

4. From that point, the student’s subsequent attendance statistics are included in the school count.

Note: It is of critical importance for the main office and the classroom teachers to coordinate to ensure that attendance for that day is accurately recorded in SIM.

8. A final determination should be made for all students with code 99 by the 20th day. The school is responsible to do its due diligence to ascertain student status. This means that the appropriate leave code should be affixed to a student’s record once a determination of that status is made. After the 20th day, a report delineating all Code 99 students will be published for follow up by area and central office staff.