

99

Did Not Arrive 2018-19SY



First day of school is Tuesday, September 4, 2018

Schools Day 1

By end of day 1, mark student absent if not in attendance.

Attendance Coordinators:

1. Monitor the *Display Teacher Progress* and/or *Daily Attendance Summary* reports in Gradebook to ensure all attendance is submitted;
2. Elementary Schools, update your Tardy Log in SIM as soon as possible for all applicable students.

IMPACT End of Day 1

* Assigns code 99 DNA if:
1. ES student is marked absent for homeroom; or
2. HS student is marked absent for **all attendance-bearing** periods.

Student then becomes inactive.

Student information, including schedule if assigned, is held.

Schools Day 2

To see a list of students with code 99 DNA:
On the Dashboard, under the Data Quality tab, click the **Invalid Leave Code** metric.

Student will appear on Teachers' Gradebook rosters as inactive (i.e., "(D)" in front of student's name).

Student will not appear in the Teachers' attendance rosters.

DNA Student Arrives

Staff with Status Coordinator role re-enrolls student with status code "02" and date student reported to school.

Student information, including schedule, is reactivated in SIM immediately and in Gradebook the next day (via the nightly sync process).

Teachers will then be able to see the student in their Gradebook class and attendance rosters.

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 17, 2018.**

* **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](#)).**