

Intradistrict Communication

DATE: August 12, 2021

TO: Principals
Administrative Assistants
Attendance Secretaries
Registrars

FROM: Administrators of Schools
Michael Anderson, Associate Superintendent
Travis Hamblin, Director of Student Services
Scott Festin, Consultant, Planning & Enrollment
Caleb Olson, Consultant, Planning & Enrollment

SUBJECT: Reporting Completion of 10-Day Accounting

Students who are registered to a District school and have not attended (or been marked absent with a valid excuse) for ten consecutive school days at any point in the school year must be withdrawn from membership. This is particularly important during the first ten days of the school year so that our enrollment calculations and reporting is accurate.

Accurate enrollment counts are used to generate future projections. Projection totals are needed very soon after ten-day adjustments are completed. To assist in preparing projections, we are asking all schools to report the completion of their 10-day drops on a Google Sheet **as soon as these drops are processed**. Only the staff member responsible for processing the drops should indicate completion status. The Google Sheet is available [at this link](#) and will be emailed to attendance staff again close to the 10th day of school.

Additional information on 10-days drops is included below.

10-Day Accounting and "No-Showing" a Student

The term "no-show" applies to students who are registered to attend a Jordan District school on the first day of school, but don't end up coming at all. (They don't show up, thus, the "no-show"). The District may still account for these students, and get funding for them. Therefore, it is important to "no-show" a student correctly. A student who is "no-showed" to another Jordan District school is handled differently than a student who is "no-showed" to a school outside of Jordan School District. There are two different processes for no-showing a student in the Skyward Student Entry/Withdraw tab.

If a student is a no-show to a school/entity within the District. If a Jordan School District student notifies you of their intent to go to a different Jordan District school before the first day of school or the during first ten (10) days of school (and they never actually attend a class), use the "NO SHOW" button to no-show the student and a Skyward Exit Code of "TD". Once a student has attended a class, they no longer a no-show and must be withdrawn on the day after their last day of attendance.

If a student is a no-show "withdraw" to a school/entity outside Jordan School District. If a Jordan School District student notifies you of their intent to go to another entity outside Jordan School District (before the first day of school and they never actually attend a class), use the "WITHDRAW" button to withdraw the student with an exit date as of the 2nd day of school. If a student notifies you of their intent to go somewhere outside the district during the first 10 days of school, and you have been marking the student absent, you may also withdraw the student on the day after you found out they were no longer coming (with the proper withdrawal code), thus eliminating the need to remove any absence codes. If a student has been marked with ten days of absences, you may use day eleven as the withdrawal date. If day eleven is a Saturday, use the Saturday date as the exit date.