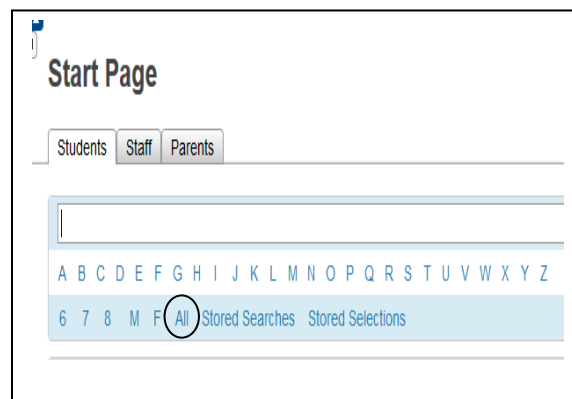


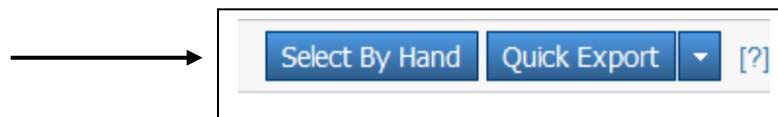


## How To “No Show” Multiple Students At One Time

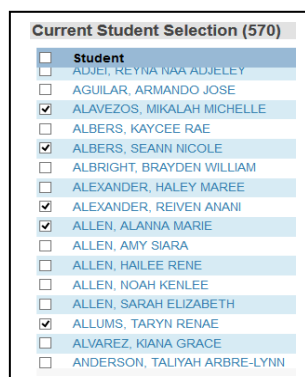
1. On the main PowerSchool screen, click the blue All link located under the Browse Students header.



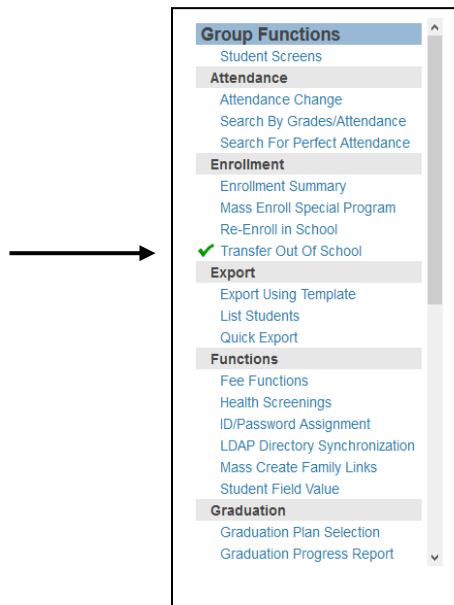
2. Click the Select by Hand button located on the lower right hand portion of the screen.



3. Select the students you want to Transfer Out as “no show” students by clicking the box to the left of their name filling it with the check mark (you must deselect the whole group first by unchecking the top box). When you have selected all of the names, click on the Update Selection button located on the bottom right of that screen.



4. Back on the main screen, click the Group Functions button located on the lower right hand portion of the screen and choose Transfer Out of School.



5. Type in a comment into the Transfer Comment box, fill in the effective date of the drop in the Date of Transfer box, and choose 9999 (Other) for the Exit Code. Fill the radio button next to “Keep in the current school” and then click in the box that says “If more than one student is being transferred out, click this checkbox to verify that you really want to transfer out that many students.” Click the Submit button at the bottom of the page.

A screenshot of a web form titled 'Transfer Out Of School'. The form contains several sections: 'Who will be transferred out' with the value 'The selected 5 students'; 'Transfer comment' with a text area containing 'No show on the first day of enrollment.'; 'Date of transfer (should be the day after the student's last day in class)' with a date picker set to '8/19/2016'; 'Exit code' with a dropdown menu set to '9999 (Other)'; and 'Auto-Transfer School Options \*' with three radio buttons. The first radio button, 'Keep in the current school', is selected. The other two options are 'Transfer to: Monroey Middle School' and 'Transfer to the last enrolled school (different from current) for each student'. At the bottom, there is a checkbox labeled 'Check here if student(s) intend to enroll in school during next school year: \*\*' which is unchecked. A blue bar at the very bottom contains the text: 'If more than one student is being transferred out, click this checkbox [checked] to verify that you really want to transfer out that many students.'

6. You will have to go in and mark a more appropriate Exit Code for these students when you receive records requests and/or other information. The Exit Code 9999 (Other) **will** count the student as a drop-out if not modified.