Did Not Arrive 2015-16SY

First day of school is
Tuesday, September 8, 2015

Success of the Did Not Arrive (DNA) process depends on tight coordination amongst schedulers, teachers, attendance, and status coordinators:

- **Day 1 Attendance** - Attendance Coordinators, please work closely with Teachers to ensure attendance is accurately submitted for all students. Schools have until 8:00 pm to complete attendance. Any request to remove a code 99 because a student was inadvertently marked absent will be monitored by the Office of Teaching and Learning and the Office of Network Support.

- **Students With Missing Schedules** – Schedulers, students enrolled the first day of school should be given a schedule as soon as possible. Students who continue to remain without schedules after the first day of school will be monitored.

- **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 21.

*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 kc.cps.edu).*