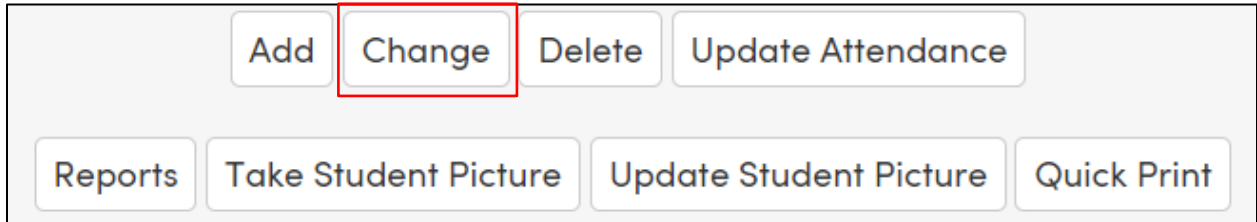
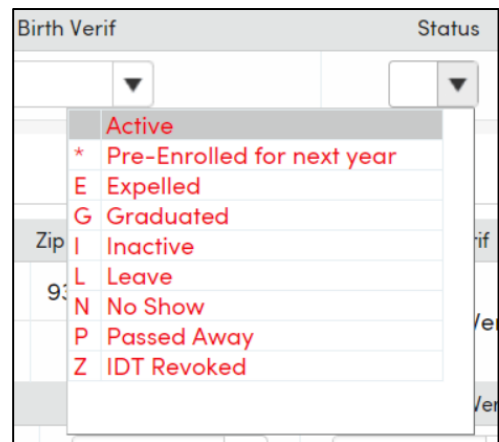


# How to No Show a student in Aeries

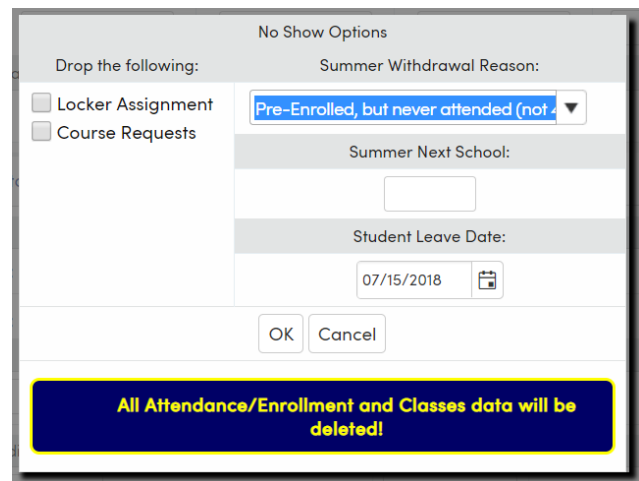
- Open the student record and navigate to Student Data > Demographics > Click **Change**.



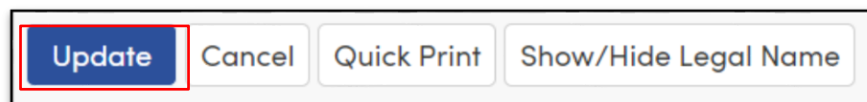
- Choose **N - No Show** in the **Status** drop-down field.



- Select **470** for **Summer Withdrawal Reason**. Click **OK**.



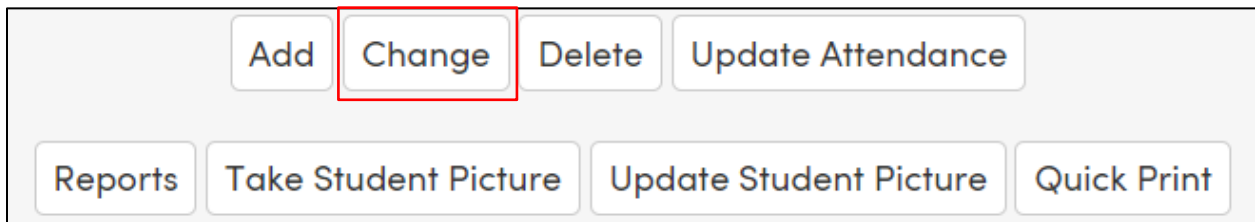
- Select **Update** to complete the No Show process.



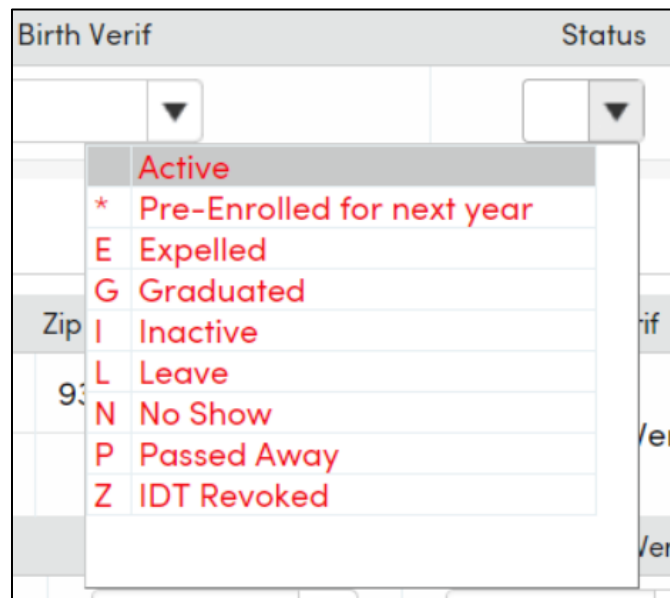
# How to exit / drop a student from Aeries

Before dropping a student from your school, you will need to know the date you will use as the Leave Date, and the Reason Code.

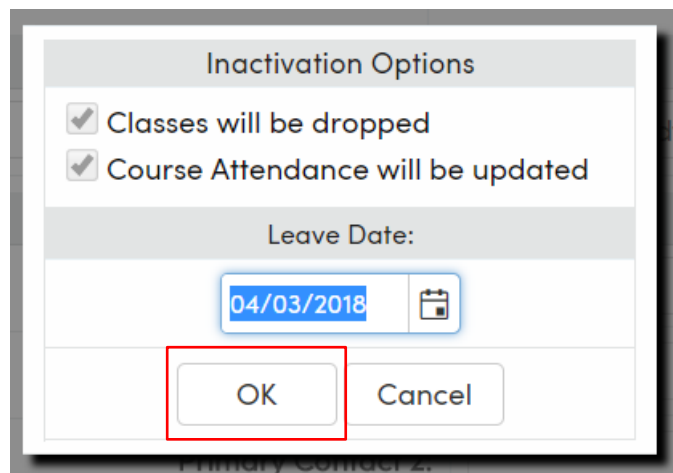
- Open the student record and navigate to **Student Data > Demographics**. Click **Change**.



- Choose the type of leave in the **Status** drop-down field.



- Enter the **Leave Date** and select **OK**.



- Select **Update**.

- A red warning message prompts the next step, **Update Attendance**.

**Inactive student still enrolled in attendance**

	Next Grd	Next Tchr
NTARY (22)	KN	Unassigned (0)
Next Prg	Next Prg 1	
Next IntDist		

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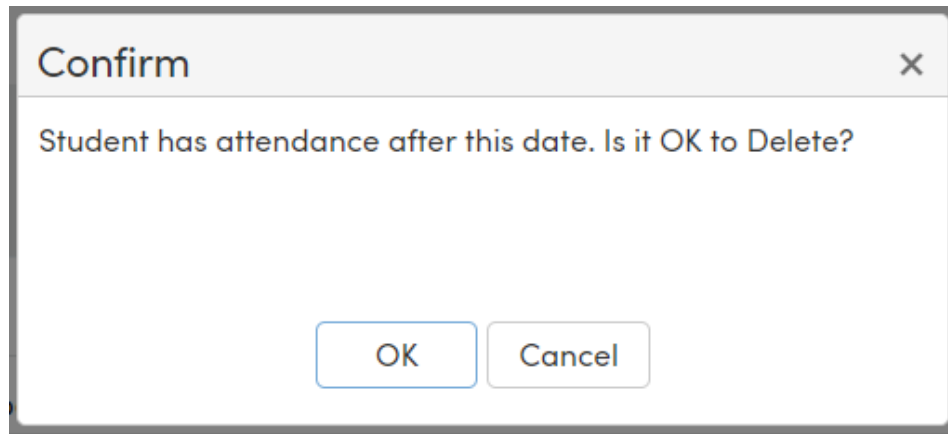
- Verify **Leave Date** and select a **Reason** code from the drop-down menu.

Attendance Leave Form

Leave Date	Grade	Program	Pgm1	Pgm2	Track	Teacher	Rptg Schl	Intr Dist	District of Residence	Reason	Next Schl
4/3/2018 ▼	03					230 - Raman	0	S		▼	
Update Student Leave Date? <input checked="" type="checkbox"/>											
<input type="button" value="OK"/> <input type="button" value="Cancel"/>											

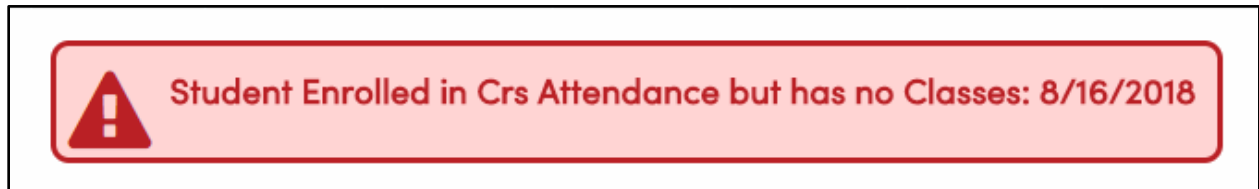
125 SpecEd Exit, (Prio  
 130 Deceased  
 140 Left - Next School  
 160 Moved - Verified  
 165 Involuntary Trans

- Select **OK** when finished.



- Select **OK** to confirm and complete the process.

If you inactivate a student for a future date, you will receive the following message. It is for informational purposes only and no action is required:



- The exit / drop process is complete.