



Process for Inactivating Students with No Student Verification Form

1. Verify that these students have not attended classes.
2. You will need to research your student data to locate the student's last known phone number and address. The student's home phone and parent numbers should be listed in Infinite Campus on the Student Summary Tab.
3. This list of students should have been given to your school's Social Worker to assist in researching the location of these students.
4. After you have tried all possible means of communication with the student's family and have documented your research, you should inactivate the student using **End Status Code 40** and the **End Date 8/15/08**.
5. REMINDER: If a student has attended at least one day of this school year – the student should be considered TRUANT for the missed days. Your school's Social Worker will need to be notified of these truant students.