

## SSMS\_Star Student

### Instructions for running a list of current year dropouts.

---

1. Attendance Module → Reports → PCC Report
2. PCC Codes: Uncheck ALL: Enter 00, 01
3. Schools: 0010, 0017, 0025 (Note: effective 2008-2009 school 0010, NDA, should have no dropouts. All dropouts should be re-enrolled in their home school in order to show the dropout)
4. Student Status Codes: Check 'Inactive' and 'Transfer'
5. Run the report.