

# SAN FELIPE DEL RIO CISD



## *Steps To Generate Skyward Reports*

*PEIMS Data Quality, Compliance and Accountability Department*

**2022 - 2023**

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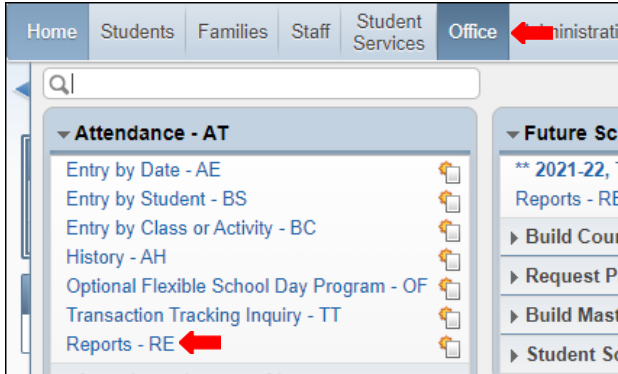
**OFFICE**



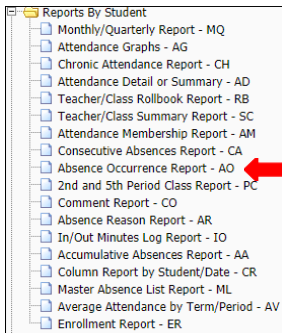
## Absence Occurrence Report – AO

To print *Absence Occurrence Report - AO* follow the steps below.

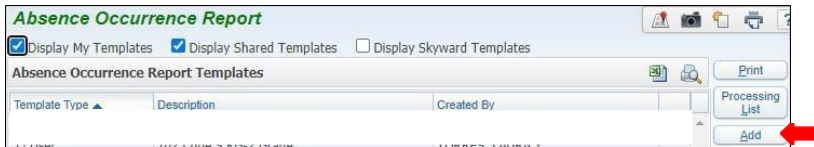
1. Select the *Office* tab and under *Attendance - AT* click on *Reports - RE*.



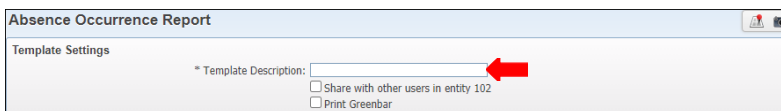
2. Under *Reports By Student* select *Absence Occurrence Report - AO*.



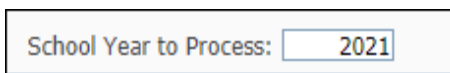
3. To create a report, click the *Add* button.



4. Name *Template Description*.



5. Ensure *School Year to Process* is set to current school year.



6. Set ranges in template to preference.

**Report Ranges**

Low High

Entity:

Student Key:  ZZZZZZZZZZ

Absent Date: 08/26/2020 06/04/2021

Grade/Grad Yr: 9999 0000

Student Type:  ZZZ

Calendar:  ZZZZ

Homeroom:  ZZZZZ

Race:  ZZZ

School:  ZZZZ

Counselor Key:  ZZZZZZZZZZ

Student Status:  Active  Inactive  Both

Gender:  Male  Female  Both

Include All Federal Races/Ethnicities

All Methods of Instruction

Method of Instruction By:  Daily  Current

**NOTE:**

- **Entity:** ensure Entity is set to your campus
- **Absent Date:** may be set to date range preference
- **Student Status:** set to Active
- **Gender:** Set to Both
- Include all Federal Races/ Ethnicities
- All methods of instruction must be selected
- **Method of instruction By:** select Daily

7. Under Criteria Options, select Students meeting one of the criteria.

**Criteria Options**

Selection:  Students meeting one of the criteria  Students meeting all of the criteria

8. Under Criteria 1 select Absence Types and Absence Reasons to include on report. Click Save.

Criteria 1:

**Absence Type Selection**

Available Excused Types Selected Excused Types

1 - Playing of TAPS at Military  
3 - Visit Higher Ed. Institution  
4 - Citizenship/Paperwork/Ceremony  
5 - Act as Election Clerk  
7 - ACTIVE DUTY LEAVE/DEPLOYMENT  
D - UIL/FIELD TRIP - PARTIAL DAY  
H - 4-h. (w/PROPER DOCUMENTATION)

Selected Excused Types

C - COVID 19 ABSENCE  
E - EXCUSED ABSENCE  
Q - Awaiting Services  
V - OSS

How should selected codes be handled?:  Include selected codes in calculation  Exclude selected codes from calculation

Available Unexcused Types Selected Unexcused Types

A - Non School Related-No Document  
U - UNEXCUSED ABSENCE w/DOCUMENT

How should selected codes be handled?:  Include selected codes in calculation  Exclude selected codes from calculation

Available Tardy Types Selected Tardy Types

T - Tardy

How should selected codes be handled?:  Include selected codes in calculation  Exclude selected codes from calculation

Available Other Types Selected Other Types

N - ASYNCHRONOUS PRESENT  
P - Present  
S - SYNCHRONOUS PRESENT

How should selected codes be handled?:  Include selected codes in calculation  Exclude selected codes from calculation

**Absence Reason Selection**

Views: General Filters: \*Skyward Default

Select	Code	Description
<input checked="" type="checkbox"/>		Blank Reason
<input checked="" type="checkbox"/>	48	PARENT NOTE REC'D AFTER 48 HRS
<input checked="" type="checkbox"/>	AD	DISTRICT/CAMPUS ADMINISTRATOR
<input checked="" type="checkbox"/>	CC	DISTRICT/CAMPUS COUNSELOR
<input checked="" type="checkbox"/>	DF	DEATH IN FAMILY
<input checked="" type="checkbox"/>	DR	US PHYSICIAN-PROVIDED EXCUSE
<input checked="" type="checkbox"/>	FI	IMMEDIATE FAMILY ILLNESS
<input checked="" type="checkbox"/>	FN	FUNERAL
<input checked="" type="checkbox"/>	HB	HOMEBOUND
<input checked="" type="checkbox"/>	JV	JUVENILE DETENTION
<input checked="" type="checkbox"/>	LA	LOCAL ASSESSMENT
<input checked="" type="checkbox"/>	LI	LICE
<input checked="" type="checkbox"/>	NU	DISTRICT/CAMPUS NURSE
<input checked="" type="checkbox"/>	PT	PARENT NOTE W/IN 48 HRS
<input checked="" type="checkbox"/>	SA	STAAR/EOC TESTING
<input checked="" type="checkbox"/>	SC	SCHOLASTIC UIL
<input checked="" type="checkbox"/>	SP	TESTING (SPED, BIL, GT, ETC)
<input checked="" type="checkbox"/>	TP	TELPAS TESTING
<input checked="" type="checkbox"/>	TU	HMBND TCHR UNAVAILABLE
<input checked="" type="checkbox"/>	VA	PERSONAL ABSENCE

9. Ensure to set Ranges under Day/PD/CIs, Minimum, and Maximum.

Students meeting all of the criteria	Day/Prd/Cls	Minimum	Maximum
	Day	0	99,999
	None	0	99,999
	None	0	99,999
	None	0	99,999

**NOTE:** Under Day/ Prd/ CIs, select Day if your report is for elementary, and if report is for Secondary select Period.

If generating for Perfect Attendance Minimum and Maximum must be set to 0 (zero).

10. Under Sorting Options click select Sorts and Save.

Sorting Options

Page Break and Total by Student Name

Select Sorts

Move	Label
+	Student Name

Absence Occurrence Sort Selection

Absence Occurrence Sort Selection

Select	Description
<input checked="" type="checkbox"/>	Calendar
<input type="checkbox"/>	Gender
<input type="checkbox"/>	Grad Year
<input type="checkbox"/>	Homeroom
<input type="checkbox"/>	Race
<input type="checkbox"/>	School
<input type="checkbox"/>	Student Key
<input checked="" type="checkbox"/>	Student Name
<input type="checkbox"/>	Student Type

Save Back

Select All Sorts Unselect All Sorts

11. Save and Print.

Absence Occurrence Report

Template: Absence Occurrence Report

Print Save

School Year to Process: 2020

Report Ranges: Date: High: 10/2/2020, Low: 09/26/2020

Student Key: 0000000000

Student Class: 0000

Calendar: 0000

Reporting: 0000

Method of Instruction: 00

Method of Instruction by: 00

Printing Options: Print Student Absence Data, Print Student Absence Description, Print Student Absence Type, Print Student Absence Reason, Print Student Absence Date, Print Student Absence Time, Print Student Absence Address, Print Student Absence Address

Criteria Options: Criteria 1: Absence Type, Days Selected: 7, Maximum: 99,999

Criteria 2: Absence Type, Days Selected: 7, Maximum: 99,999

Criteria 3: Absence Type, Days Selected: 7, Maximum: 99,999

Criteria 4: Absence Type, Days Selected: 7, Maximum: 99,999

Sorting Options:  Page Break and Total by Student Name

Select Sorts: Student Name

12. View report in My Print Queue.

!
📄
📷
★ Favorites
🖥️ New Window
🖨️ My Print Queue

My Print Queue

Views: General Filters: Skyward Default Clone

Date	Time	Report Description	Class	Wait List #	Status	View	Delete	Run
06/21/2021	Mon	2:30 PM	Absence Occurrence Report - Absence Occurrence Report		Completed	View	Delete	Run

13. Report is now ready for review, with and without page break.

1504r48.p 65-4 ELEMENTARY 06/21/21 Page:2

05.21.02.00.00 Absence Occurrence Report: 08/26/2020 TO 06/04/2021 2:30 PM

Criteria 1 7.00 Days-Selected Types: Selected Reasons

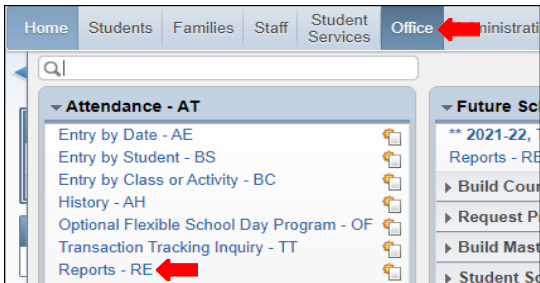
TOTAL FOR Student Name: \_\_\_\_\_

Student Name	Criteria 1
JOSH ACOSTA MORGUES	Criteria 1: 7.00 Days-Selected Types: Selected Reasons
JOSH ANGLIM	Criteria 1: 16.00 Days-Selected Types: Selected Reasons
KIMBERLY BOUTLAR	Criteria 1: 14.00 Days-Selected Types: Selected Reasons
DALEIDA AUSTIAR CASTRO	Criteria 1: 4.00 Days-Selected Types: Selected Reasons
MATILDE BOUTLAR	Criteria 1: 1.00 Days-Selected Types: Selected Reasons
SOPHIA AUSTIAR	Criteria 1: 21.00 Days-Selected Types: Selected Reasons
ALISSA ALARCON	Criteria 1: 20.00 Days-Selected Types: Selected Reasons
YANIELLA ALARCON	Criteria 1: 17.00 Days-Selected Types: Selected Reasons
MICHAEL ALARCON	Criteria 1: 23.00 Days-Selected Types: Selected Reasons
MATILDE ALARCON	Criteria 1: 7.00 Days-Selected Types: Selected Reasons
JOHN ALLRED	Criteria 1: 13.00 Days-Selected Types: Selected Reasons
JOSUAE ALMEIDA	Criteria 1: 15.00 Days-Selected Types: Selected Reasons
YEDSON ALVARADO PERA	Criteria 1: 2.00 Days-Selected Types: Selected Reasons
ANSEL ALVARADO	Criteria 1: 5.00 Days-Selected Types: Selected Reasons
WIA ANDERSON	Criteria 1: 4.00 Days-Selected Types: Selected Reasons
ANDREW BAILEY	Criteria 1: 2.00 Days-Selected Types: Selected Reasons
SHARIL BAILEY	Criteria 1: 4.00 Days-Selected Types: Selected Reasons

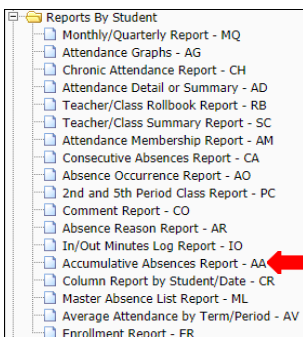
## Accumulative Absences Report – AA

To print *Accumulative Absences Report - AA* follow the steps listed below.

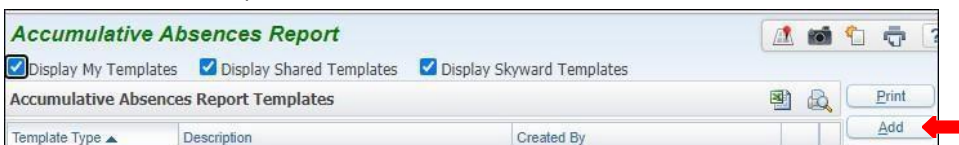
1. Select the *Office* tab under *Attendance - AT* click on *Reports - RE*.



2. Under *Reports By Student*, select *Accumulative Absence Report - AA*.



3. To create a report, click the *Add* button.



4. To generate report set ranges in template to preference.

**Accumulative Absences Report**

Template Settings

\* Template Description: 102 10 Plus

Share with other users in entity 102

Print Greenbar

\* School Year to Process: 2021

Report Options

By Period  By Absence Code

Attendance Low Date: 08/26/2020  Today Less number of School Days: 0

Attendance High Date: 06/04/2021  Today Less number of School Days: 0

Attendance Period: Low 02 High 02

Number of Absences: 010 999 \*Absence Types

Report Ranges

Entity: 102 Student Key: 2222222222

Grade/Grad Yr: 9999 0000

Teacher Key: 2222222222

Course/Class: 22222222 2222

Student Status:  Active  Inactive  Both

Include All Calendars

Include All Schools

Sorting/Grouping Options

Select Sorts

Move	Label
<input type="checkbox"/>	Student

### Note:

- **Templet Description:** name template
- **School Year to Process:** ensure it is accurate
- **By Period:** must be selected
- **By Absence Code:** only if you want to generate by a specific code
- **Attendance Low/ High Date:** must be set to the date report is going to generate for
- **Attendance Period:** set to period preference (02-02 will always be for Elementary)
- **Number of Absences:** select absences for low, and for high it is preferable to leave at 999

5. Under *Report Options*, click *Absence Types* and select *Absence Types* to include in report, by adding the codes from left to right.

6. Under *Sorting/ Grouping Options* click on *Select Sorts* button, select sorting options click *Save*.

7. Click *Save and Print*.

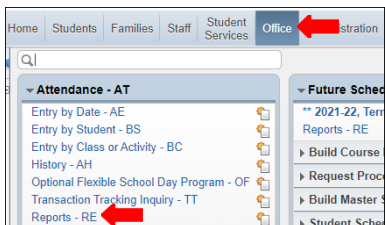
8. View report in *My Print Queue*.

9. The report is now ready for review.

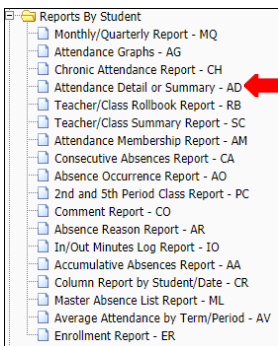
## Attendance Detail or Summary - AD

To print *Attendance Detail or Summary - AD* follow the steps listed below.

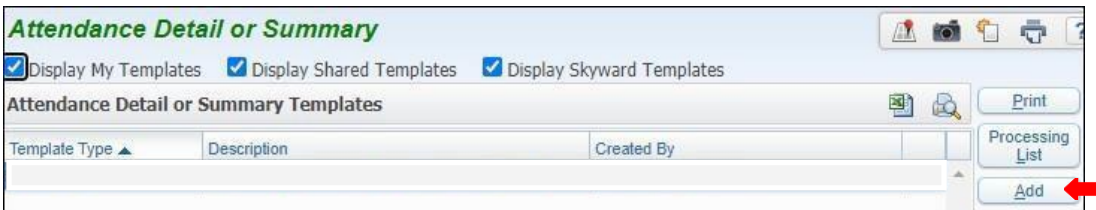
1. Select the *Office* tab and under *Attendance - AT* click on *Reports - RE*.



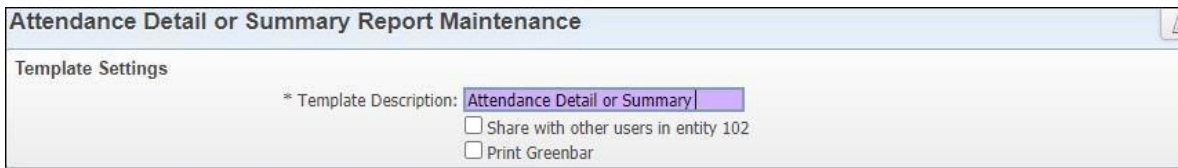
2. Under *Attendance - AT* select *Attendance Detail or Summary - AD*.



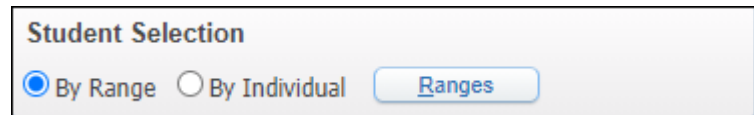
3. To create a report, click the *Add* button.



4. Title *Template Description*.



5. **Note;** Report may be generated using **By Range** or **By Individual**. Steps to generate report using each method will be provided on the following pages in the order they are shown below.



### To Print By Range

6A. Under *Student Selection*, select *By Range* and click *Ranges* button.

**Student Selection**

By Range  By Individual Ranges

6B. Set Ranges for *Active Status* and *Save*.

**Ranges**

Low	High
Student Key: <input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Grade/Grad Yr: <input type="text" value="9999"/>	<input type="text" value="0000"/>
School: <input type="text"/>	<input type="text" value="ZZZZ"/>
Calendar: <input type="text"/>	<input type="text" value="ZZZZ"/>
Student Type: <input type="text"/>	<input type="text" value="ZZZ"/>
Entity Category Type: <input type="text"/>	<input type="text" value="ZZZ"/>
Entity Category Code: <input type="text"/>	<input type="text" value="ZZZ"/>
Homeroom: <input type="text"/>	<input type="text" value="ZZZZZ"/>
Advisor Key: <input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Counselor Key: <input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Head of Household: <input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Zip Code: <input type="text"/>	<input type="text" value="ZZZZZZZ"/>
Carrier: <input type="text"/>	<input type="text" value="ZZZZZZ"/>
Local Race: <input type="text"/>	<input type="text" value="ZZZ"/>
Feeder School District: <input type="text"/>	<input type="text" value="ZZZZZZZ"/>
Birth Date: <input type="text" value="01/01/1900"/>	<input type="text" value="12/31/2999"/>

**Federal Race/Ethnicity Fields**

Hispanic/Latino Ethnicity?:

1-American Indian or Alaskan Native:

2-Asian:

3-Black or African American:

4-Native Hawaiian or Other Pacific Islander:

5-White:

Gender:  Status:

NY Status:  CY Member:

Graduated:  Full Time:

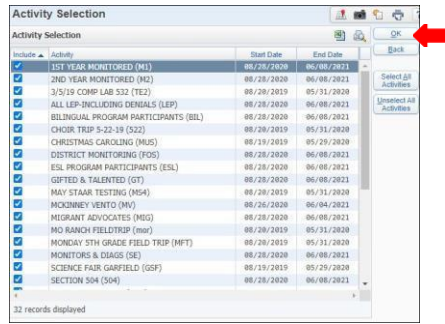
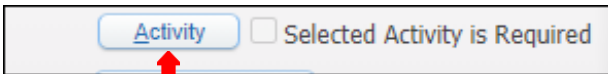
6C. Under *Report Ranges* set to current school year, the dates report will be generating for Attendance period fields. For Attendance period fields enter the funding period for your campus. (02-02 for Elementary Campus). For parent Notified, choose to preference (recommend *Both*)

**Report Ranges**

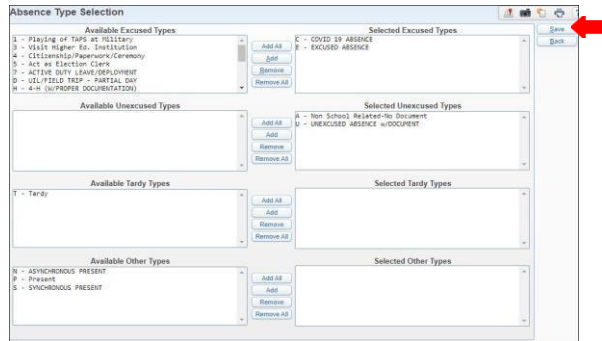
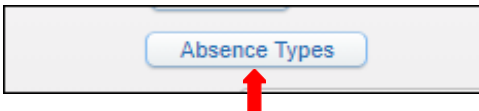
Low	High
Schl Yr to Rpt On: <input type="text" value="2021"/>	<input type="text" value="2021"/>
Absence Date: <input type="text" value="08/26/2020"/>	<input type="text" value="06/04/2021"/>
Attendance Period: <input type="text" value="02"/>	<input type="text" value="02"/>
Periods Absent: <input type="text" value="001"/>	<input type="text" value="999"/>
Parent Notified: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Both	



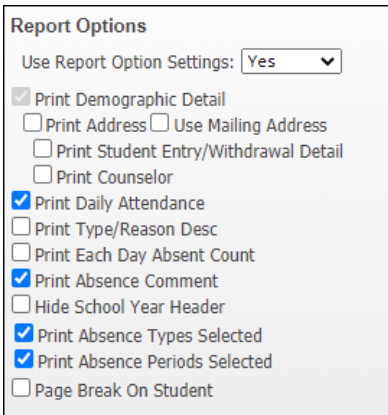
6D. Select Activity Tab is required, click Select All Activities tab, click OK.



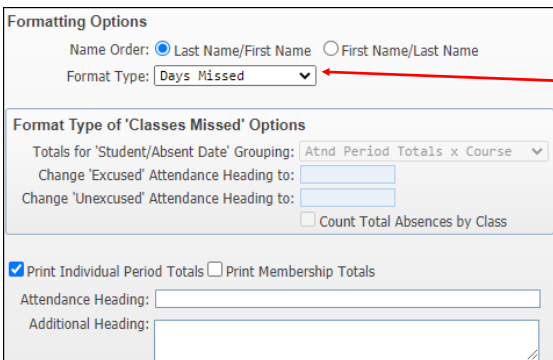
6E. Click on Absence Types select absence reasons by adding them to the left and Save.



6F. Report options settings may or may not be selected, if selected fill to preference.



6G. Formatting Options may be selected to preference.



**Note:** Under Format Type, when generating a report for Elementary Schools select Days Missed, when generating for Secondary Schools select Periods Missed.



**6H.** Under *Sorting Grouping Options*, select to preference. Select *Sorts* tab is not required but may be filled out.

Sorting/Grouping Options

Group By: Student/Absent Date

Select Sorts  Print Totals for Selected Sorts

No Selected Sorts

Detail or Summary Sort Selection

Select

<input type="checkbox"/>	Absent Date
<input type="checkbox"/>	Activity
<input type="checkbox"/>	Advisor
<input type="checkbox"/>	Calendar
<input type="checkbox"/>	Carrier
<input type="checkbox"/>	Class Period
<input type="checkbox"/>	Discipline Officer
<input type="checkbox"/>	Feeder School
<input type="checkbox"/>	Gender
<input type="checkbox"/>	Grade Level
<input type="checkbox"/>	Graduation Year
<input type="checkbox"/>	Head of Household
<input type="checkbox"/>	Homeroom
<input type="checkbox"/>	Homeroom Teacher
<input type="checkbox"/>	Race
<input type="checkbox"/>	School
<input checked="" type="checkbox"/>	Student Name
<input type="checkbox"/>	Student Name Key
<input type="checkbox"/>	Student Type
<input type="checkbox"/>	Zip Code

**6I.** Save and Print.

Attendance Detail or Summary Report Maintenance

Template Settings: Attendance Detail or Summary

Student Selection: By Range / By Individual / Ranges

Report Ranges: Low / High

Formatting Options: Name Order: Last Name/First Name

Format Type: Save / Discard

Format Type of 'Classes Missed' Options

Sorting/Grouping Options: Group By: Student/Absent Date

Print, Save and Print, Back

**6J.** View report in My Print Queue.



My Print Queue - Laura Torres

Views: General Filters: Skyward Default Clone

Date	Time	Report Description	Class	Wait List #	Status	View	Delete	Rerun
06/18/2021	Fr 1	10:44 AM	Attendance Detail or Summary - Attendance Detail or Summary		Completed	0		

**6K.** Report is now ready for review.

Attendance Information for the 2020 School Year

Student ID	Student Name	School	Class	Attendance Status	Start Date	End Date
000000000	XXXXXXXX, XIAO X	000000 SCHOOL	000000000	0	06/18/2021	06/18/2021
000000001	XXXXXXXX, XIAO X	000000 SCHOOL	000000000	0	06/18/2021	06/18/2021
000000002	XXXXXXXX, XIAO X	000000 SCHOOL	000000000	0	06/18/2021	06/18/2021
000000003	XXXXXXXX, XIAO X	000000 SCHOOL	000000000	0	06/18/2021	06/18/2021
000000004	XXXXXXXX, XIAO X	000000 SCHOOL	000000000	0	06/18/2021	06/18/2021
000000005	XXXXXXXX, XIAO X	000000 SCHOOL	000000000	0	06/18/2021	06/18/2021
000000006	XXXXXXXX, XIAO X	000000 SCHOOL	000000000	0	06/18/2021	06/18/2021
000000007	XXXXXXXX, XIAO X	000000 SCHOOL	000000000	0	06/18/2021	06/18/2021
000000008	XXXXXXXX, XIAO X	000000 SCHOOL	000000000	0	06/18/2021	06/18/2021
000000009	XXXXXXXX, XIAO X	000000 SCHOOL	000000000	0	06/18/2021	06/18/2021
000000010	XXXXXXXX, XIAO X	000000 SCHOOL	000000000	0	06/18/2021	06/18/2021
000000011	XXXXXXXX, XIAO X	000000 SCHOOL	000000000	0	06/18/2021	06/18/2021
000000012	XXXXXXXX, XIAO X	000000 SCHOOL	000000000	0	06/18/2021	06/18/2021
000000013	XXXXXXXX, XIAO X	000000 SCHOOL	000000000	0	06/18/2021	06/18/2021
000000014	XXXXXXXX, XIAO X	000000 SCHOOL	000000000	0	06/18/2021	06/18/2021
000000015	XXXXXXXX, XIAO X	000000 SCHOOL	000000000	0	06/18/2021	06/18/2021
000000016	XXXXXXXX, XIAO X	000000 SCHOOL	000000000	0	06/18/2021	06/18/2021
000000017	XXXXXXXX, XIAO X	000000 SCHOOL	000000000	0	06/18/2021	06/18/2021
000000018	XXXXXXXX, XIAO X	000000 SCHOOL	000000000	0	06/18/2021	06/18/2021
000000019	XXXXXXXX, XIAO X	000000 SCHOOL	000000000	0	06/18/2021	06/18/2021
000000020	XXXXXXXX, XIAO X	000000 SCHOOL	000000000	0	06/18/2021	06/18/2021

7A. Under *Student Selection*, select *By Individual* and click *Ranges* button.

Student Selection

By Range  By Individual

7B. Under *Select a Name* input students *Alpha key* or *Other ID* to search. Then click *Add*.

Select a Name

Student:

7C. Student or Student's will then be added under *Selected Names*, here you will be able to remove students if needed. When done, click on *Ok* button.

Individual Student Selection

Select a Name

Student:

Selected Names

7D. Under *Report Ranges* set to current school year, the dates report is being generated for and Attendance period fields. For Attendance period fields enter the funding period for your campus. (02-02 for Elementary Campuses). For parent Notified, choose to preference (recommend *Both*)

Report Ranges

Low High

Schl Yr to Rpt On:

Absence Date:

Attendance Period:

Periods Absent:

Parent Notified:  Yes  No  Both

7E. Select *Activity* tab is required, click *Select All Activities*. Click *OK*

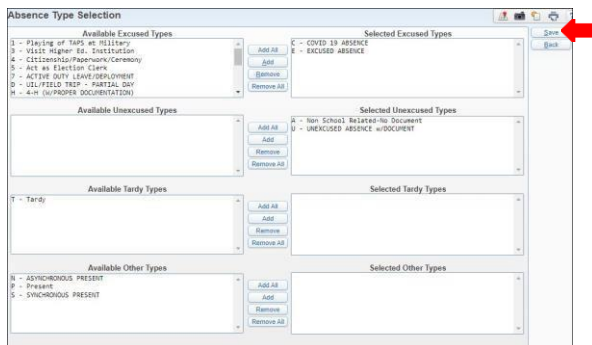
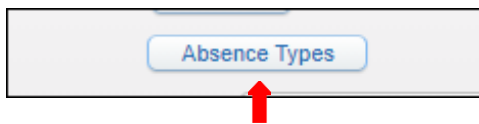
Selected Activity is Required

Activity Selection

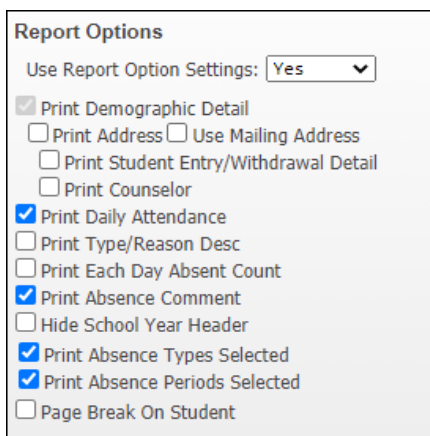
Activity	Start Date	End Date
<input checked="" type="checkbox"/> 1ST YEAR MONITORED (M1)	08/28/2020	06/08/2021
<input checked="" type="checkbox"/> 2ND YEAR MONITORED (M2)	08/28/2020	06/08/2021
<input checked="" type="checkbox"/> 3/5/19 COMP LAB 532 (TEL)	08/28/2020	05/31/2020
<input checked="" type="checkbox"/> ALL LEP-INCLUDING DENIALS (LEP)	08/28/2020	06/08/2021
<input checked="" type="checkbox"/> BILINGUAL PROGRAM PARTICIPANTS (BIL)	08/28/2020	06/08/2021
<input checked="" type="checkbox"/> CHURCH TRIP 5-22-19 (522)	08/28/2020	05/31/2020
<input checked="" type="checkbox"/> CHRISTMAS CAROLING (MUS)	08/19/2020	05/29/2020
<input checked="" type="checkbox"/> DISTRICT MONITORING (FOS)	08/28/2020	06/08/2021
<input checked="" type="checkbox"/> ESL PROGRAM PARTICIPANTS (ESL)	08/28/2020	06/08/2021
<input checked="" type="checkbox"/> GIFTED & TALENTED (GT)	08/28/2020	06/08/2021
<input checked="" type="checkbox"/> MAY STARR TESTING (MS4)	08/20/2020	05/31/2020
<input checked="" type="checkbox"/> MCKINNEY VENUE (MNV)	08/26/2020	06/04/2021
<input checked="" type="checkbox"/> MIGRANT ADVOCATES (MIG)	08/28/2020	06/08/2021
<input checked="" type="checkbox"/> MO RANCH FIELDTRIP (mir)	08/28/2020	05/31/2020
<input checked="" type="checkbox"/> MONDAY 5TH GRADE FIELD-TRIP (MFT)	08/26/2020	05/31/2020
<input checked="" type="checkbox"/> MONITORING & CLASS (MC)	08/28/2020	06/08/2021
<input checked="" type="checkbox"/> SCIENCE FAIR GARFIELD (GSF)	05/19/2020	05/29/2020
<input checked="" type="checkbox"/> SECTION 504 (504)	08/28/2020	06/08/2021

32 records displayed

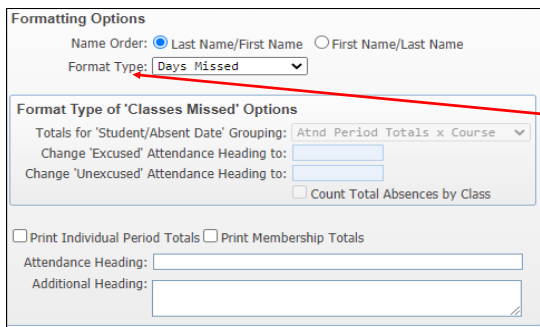
7E. Click on *Absence Types* select absence reasons by adding them to the left and Save.



7F. *Report Options* settings may or may not be selected; if selected, fill to preference.

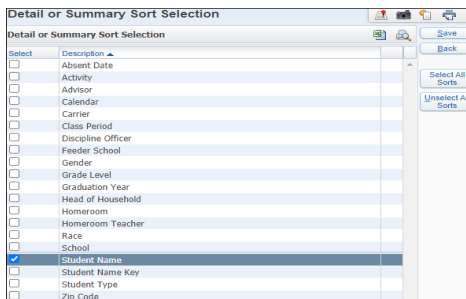
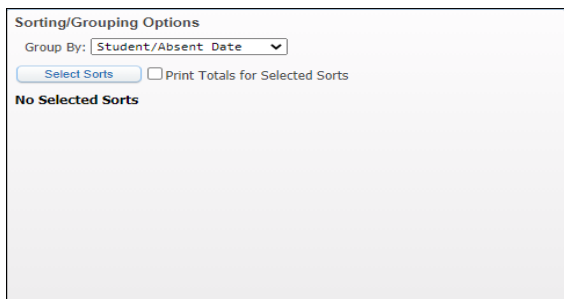


7G. *Formatting Options* may be selected to preference.



**Note:** Under Format Type, when generating a report for Elementary Schools select Days Missed, when generating for Secondary Schools select Periods Missed.

7H. Under *Sorting Grouping Options*, select to preference. Select Sorts tab is not required but may be filled out.



7I. Save and Print.

Attendance Detail or Summary Report Maintenance

Template Settings  
 \* Template Description: Attendance Detail or Summary  
 Share with other users in entity 102  
 Print Greenbar

Student Selection  
 By Range  By Individual

Report Ranges  
 Sch Yr to Rpt Org: 2021 2021  
 Absence Date: 06/26/2020 06/04/2021  
 Attendance Period: 02 02  
 Periods Absent: 000 999 [?]  
 Parent Notified:  Yes  No  Both  
  Selected Activity is Required

Formatting Options  
 Name Order:  Last Name/First Name  First Name/Last Name  
 Format Type: Days Missed

Format Type of 'Classes Missed' Options  
 Totals for 'Student/Absent Date' Grouping: Atnd Period Totals x Course  
 Change 'Excused' Attendance Heading to:  
 Change 'Unexcused' Attendance Heading to:  
 Count Total Absences by Class

Report Options  
 Use Report Option Settings: Yes  
 Print Demographic Detail  
 Print Address  Use Mailing Address  
 Print Student Entry/Withdrawal Detail  
 Print Counselor  
 Print Daily Attendance  
 Print Type/Reason Desc  
 Print Each Day Absent Count  
 Print Absence Comment  
 Hide School Year Header  
 Print/Count Absence Types Selected  
 Print/Count Absence Periods Selected  
 Page Break On Student

Sorting/Grouping Options  
 Group By: Student/Absent Date  
  Print Totals for Selected Sorts  
 No Selected Sorts

Buttons: Save, Save and Print, Back

7J. View report in My Print Queue.



My Print Queue -

Views: General Filters: Skyward Default Clone

Date	Time	Report Description	Class	Wait List #	Status	View	Delete	Run
06/18/2021	Fri 10:44 AM	Attendance Detail or Summary - Attendance Detail or Summary			Completed	0		

7K. Report is now ready for review.

1soatr30.p 20-4 [redacted] ELEMENTARY 06/18/21 Page:1  
 05.21.02.00.00 Attendance Detail [redacted] 8/26/2020 TO 06/04/2021 1:37 PM

Attendance Information for the 2021 School Year

GRD:08 SCHOOL: 102 CALENDAR: 102 HM PHN

PRC ENRL: 100 HM ROOM: HMRM TCHR: ADVISOR: GUARDIAN: WK PHN:

TOTAL .00 DAYS EXCUSED; .00 DAYS UNEXCUSED; .00 DAYS OTHER; .00 PRDS TARDY;

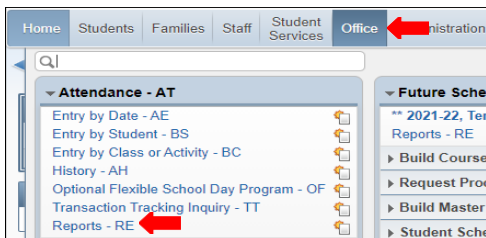
---

REPORT TOTALS FOR 2021 .00 DAYS EXCUSED; .00 DAYS UNEXCUSED; .00 DAYS OTHER; .00 PRDS TARDY;

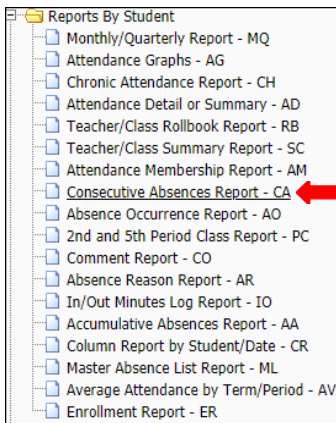
## Consecutive Absence Report – CA

To print *Consecutive Absence Reports – CA* follow the steps listed below.

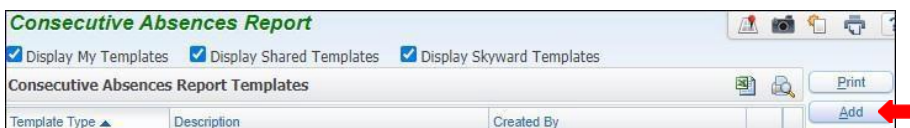
1. Select the *Office* tab and under Attendance – AT select on *Reports - RE*.



2. Under *Reports By Student* select *Consecutive Absence Report - CA*.



3. To create a report, click the *Add* button.



4. Title *Template Description*.

**Consecutive Absences Report**

Template Settings

\* Template Description:

Share with other users in entity 102

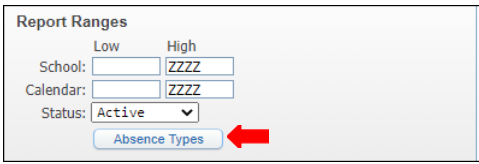
Print Greenbar

5. Under *Report Ranges*, set student status, to *Active* or *Inactive* or *Both*.

**Report Ranges**

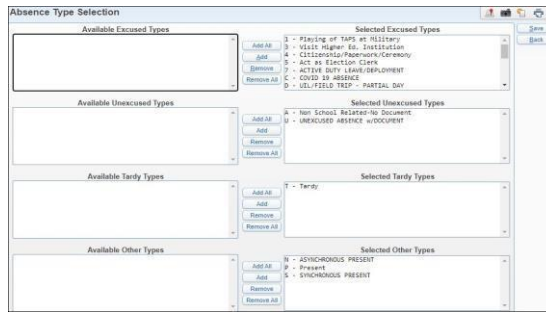
	Low	High
School:	<input type="text" value=""/>	<input type="text" value="ZZZZ"/>
Calendar:	<input type="text" value=""/>	<input type="text" value="ZZZZ"/>
Status:	<input type="text" value="Active"/>	

6. Click on **Absence Types** tab and select Absence Types to include in report. Click Save.



Report Ranges

Low High  
School: [ ] ZZZZ  
Calendar: [ ] ZZZZ  
Status: Active [v]  
Absence Types [v]

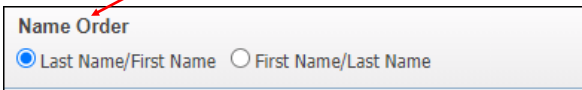


Absence Type Selection

Available Excused Types [ ] Selected Excused Types [v]  
Available Unexcused Types [ ] Selected Unexcused Types [v]  
Available Tardy Types [ ] Selected Tardy Types [v]  
Available Other Types [ ] Selected Other Types [v]

**Note:** Absences to appear on reports and will be listed under Selected Excused Types.

7. Under **Name Order** select order as preferred.



Name Order

Last Name/First Name  First Name/Last Name

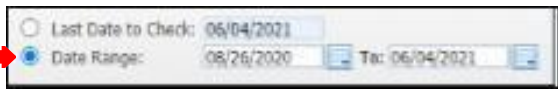
8. Under **Day Options**, select minimum Number of Days Absent.



Day Options [?]

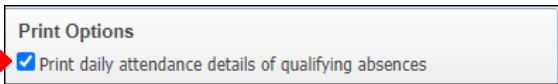
Consecutive Number of Days Absent at Least One Period: [ 1 ]

9. Ensure **Date Range** is set correct, and to preference.



Last Date to Check: 06/04/2021  
 Date Range: 06/26/2020 To: 06/04/2021

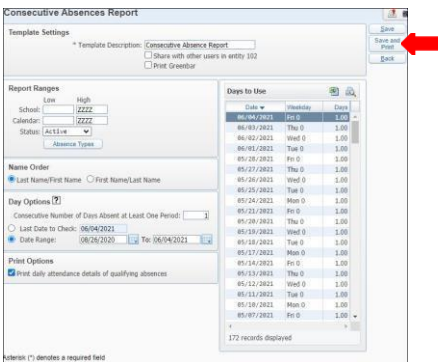
10. Select **Print Options**.



Print Options

Print daily attendance details of qualifying absences

11. **Save and Print**



Consecutive Absences Report

Template Settings: Consecutive Absence Report

Report Ranges: School: [ ] ZZZZ, Calendar: [ ] ZZZZ, Status: Active [v], Absence Types [v]

Name Order:  Last Name/First Name

Day Options: Consecutive Number of Days Absent at Least One Period: [ 1 ]

Date Range: 06/26/2020 To: 06/04/2021

Print Options:  Print daily attendance details of qualifying absences

Days to Use table:

Date	Weekday	Days
06/09/2021	Thu 0	1.00
06/02/2021	Wed 0	1.00
06/01/2021	Tue 0	1.00
05/28/2021	Fri 0	1.00
05/27/2021	Thu 0	1.00
05/26/2021	Wed 0	1.00
05/25/2021	Tue 0	1.00
05/24/2021	Mon 0	1.00
05/23/2021	Fri 0	1.00
05/20/2021	Thu 0	1.00
05/19/2021	Wed 0	1.00
05/18/2021	Tue 0	1.00
05/17/2021	Mon 0	1.00
05/14/2021	Fri 0	1.00
05/13/2021	Thu 0	1.00
05/12/2021	Wed 0	1.00
05/11/2021	Tue 0	1.00
05/10/2021	Mon 0	1.00
05/07/2021	Fri 0	1.00

172 records displayed

12. View report in **My Print Queue**.



My Print Queue -

Views: General | Filters: Skyward Default Clone

Date	Time	Report Description	Class	Wait List #	Status	Delete
06/21/2021	Mon	9:41 AM	Consecutive Absences Report - Consecutive Absence Report		Completed	0   Rerun

12. Report is now ready for review.

**Without Daily Attendance Details**

Other ID	Name Key	Gr	Student Name
82 Days	08/26/2020	->	01/11/2021
23 Days	01/13/2021	->	02/23/2021
2 Days	02/25/2021	->	02/26/2021
2 Days	03/23/2021	->	03/24/2021
1 Days	03/26/2021	->	03/26/2021
1 Days	03/31/2021	->	03/31/2021
1 Days	04/12/2021	->	04/12/2021
58 Days	08/26/2020	->	11/17/2020
92 Days	11/19/2020	->	05/05/2021
6 Days	05/10/2021	->	05/17/2021
4 Days	05/19/2021	->	05/24/2021
7 Days	05/26/2021	->	06/04/2021
61 Days	08/26/2020	->	11/20/2020
1 Days	01/12/2021	->	01/12/2021
9 Days	01/15/2021	->	01/29/2021
1 Days	02/22/2021	->	02/22/2021
1 Days	03/02/2021	->	03/02/2021
3 Days	04/26/2021	->	04/28/2021
23 Days	08/26/2020	->	09/28/2020
6 Days	09/30/2020	->	10/07/2020
4 Days	10/09/2020	->	10/14/2020
69 Days	10/16/2020	->	02/22/2021
9 Days	02/24/2021	->	03/08/2021
2 Days	03/10/2021	->	03/11/2021
1 Days	03/22/2021	->	03/22/2021
1 Days	05/13/2021	->	05/13/2021
1 Days	05/28/2021	->	05/28/2021
1 Days	06/04/2021	->	06/04/2021
7 Days	09/02/2020	->	09/11/2020
1 Days	09/15/2020	->	09/15/2020
3 Days	09/17/2020	->	09/21/2020
2 Days	09/28/2020	->	09/29/2020
1 Days	10/09/2020	->	10/09/2020
1 Days	10/27/2020	->	10/27/2020
1 Days	11/09/2020	->	11/09/2020
1 Days	01/14/2021	->	01/14/2021
8 Days	01/26/2021	->	02/04/2021
1 Days	05/28/2021	->	05/28/2021

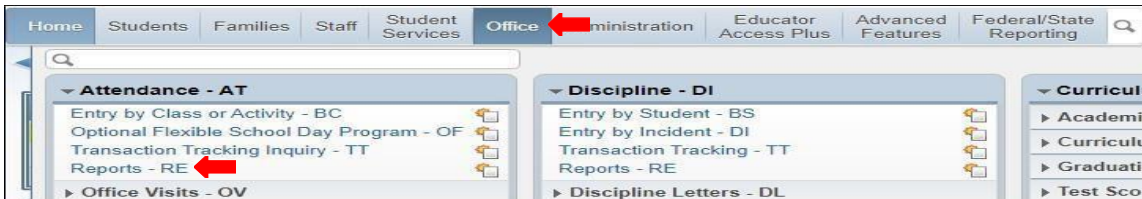
**With Daily Attendance Details**

Other ID	Name Key	Gr	Student Name
82 Days	08/26/2020	->	01/11/2021
Abs. Date	00	01	02
01/11/2021	W		
01/08/2021	W		
01/07/2021	W		
01/06/2021	S		
01/05/2021	S		
01/04/2021	A		
12/18/2020	S		
12/17/2020	S		
12/16/2020	S		
12/15/2020	S		
12/14/2020	W		
12/11/2020	S		
12/10/2020	S		
12/09/2020	S		
12/08/2020	S		
12/07/2020	S		
12/04/2020	S		
12/03/2020	S		
12/02/2020	S		
12/01/2020	S		
11/30/2020	S		
11/29/2020	S		
11/19/2020	S		
11/18/2020	S		
11/17/2020	S		
11/16/2020	S		
11/13/2020	S		
11/12/2020	S		
11/10/2020	S		
11/09/2020	A		
11/08/2020	S		
11/05/2020	S		
11/04/2020	S		
11/02/2020	S		
11/02/2020	A		
10/30/2020	S		
10/29/2020	S		
10/28/2020	S		
10/27/2020	S		
10/26/2020	S		
10/23/2020	S		
10/22/2020	S		
10/21/2020	S		

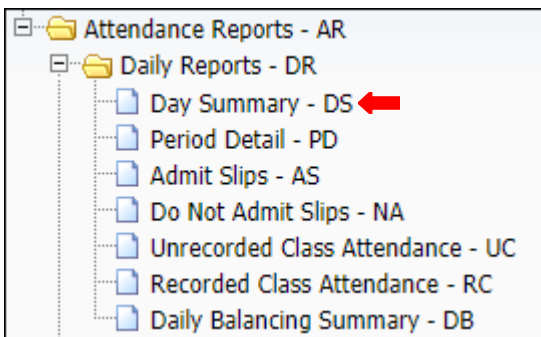
## Day Summary– DS

To print *Day Summary - DS* follow the steps listed below.

1. Select the *Office* tab and under *Attendance - AT* click on *Reports - RE*.



2. Under *Attendance - AT* select *Day Summary - DS*.



3. To create a report, click the *Add* button.



4. Title Template Description.

**Template Settings**

\* Template Description:

Share with other users in entity 102

Print Greenbar

5. Under *Report Ranges*, select the current school year, and select **By Date**.

**Report Ranges**

→ School Year to Process:  ▼

→ Select By:  Date  Student Key

**Note:**

- **Student Key:** Option to generate by individual student.



6. Select *Specific Date*, to include in report.

7. Select Ranges to preference.

**Note:**

- **Grade/Grad Yr.:** may select the gradelevel
- **Attendance Period:** enter the Funding Period for your campus. (02-02 for Elementary Campuses)

8. Enter the *minimum periods Absent total*, and select *Absence Types*.

9. Select *Absence Types* by clicking the *Add* button and moving them to the right side, and *Save*.

10. Finish setting ranges under *Report Ranges*.

**Note:**

- **Parent Notified:** must be set to Both
- **Student Status:** must be set to Active unless generating for a prior date
- **All Methods of Instruction:** must be selected.

11. Under *Report Options* select what type of report will be generated.

**Report Options**

Calling Report (One line per student with a notes column)

Print Student Counts By Excused/Unexcused/Tardy/Other

Print Absence Code Legend for Printed Types and Reasons

Sort By Grad Year

Page Break By Grad Year

Print Grade:  from Report Date  as of Today ?

**Note:**

- **Report Options:** Must select Calling Report (one line per student with a notes column), Sort By Grad Year, Page Break By Grad Year
- **Print Grade:** Must select from ReportDate

12. Under *Printing Options* select the fields according to thereport.

**Printing Options**

Print Primary Phone  Print Confidential Phone  Print Student Key  Print Student Other ID#

Print Absent Comment  Print Attendance Note  Print Both Guardians' Information  Print Guardians' Work Phone ?

Type to Highlight With "###":

**Print Attendance Detail**

All Periods in Day  Only Periods in Range

All Types in Day  Only Types used for Selection

**Note:**

- **Printing Options:** select Print to Confidential Phone
- **Print Attendance Detail:** must select All Periods in Day and All Types in Day

13. Under *Guardian's Name* select to preference.

**Print Guardian's Name**

Never  If Different Than Student  If Same As Student  Always

14. Under *Name Format* select to preference.

**Name Format**

Last Name/First Name  First Name/Last Name

Print Middle Initial  Print Middle Name  Neither

15. *Save and Print.*

**Day Summary**

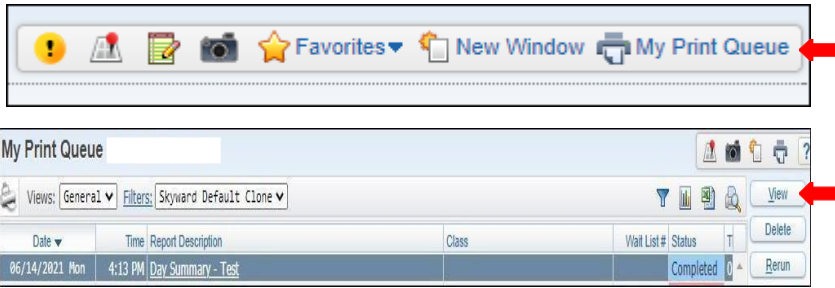
Template Settings

\* Template Description:

Share with other users in entity 102

Print Greenbar

16. View report in My Print Queue.



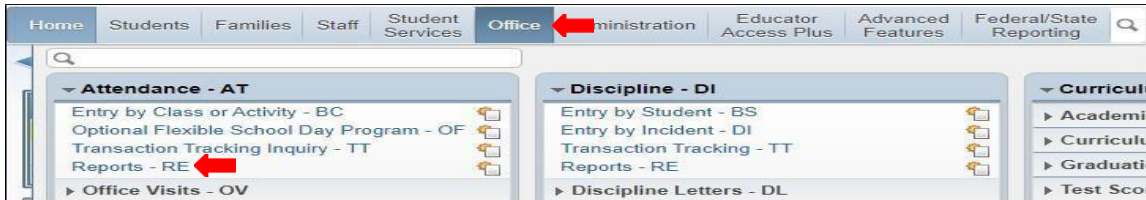
17. The report is now ready for review.

The image shows a detailed report table with the following header information: '3hours05.p 43-4', '05.21.02.05.00 \*tw1020\*', 'SUMMARY Day Summary (Morning Report)', '06/14/21', and 'Page 1 4:13 PM'. The table has columns for 'ID', 'NAME', and 'ARRIVE DATE: 04/14/2021'. The data rows consist of multiple entries with '05' in the ID column and various alphanumeric strings in the NAME and ARRIVE DATE columns.

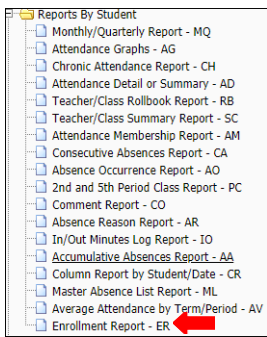
## Enrollment Report – ER

To print *Enrollment Reports - ER* follow the steps listed below.

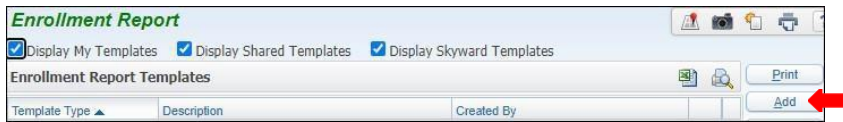
1. Select the *Office* tab and under *Attendance - AT* click on *Reports - RE*.



2. Under *Reports By Student* select *Enrollment Report - ER*.



3. To create a report, click the *Add* button.



4. Set ranges in template to preference.

**Enrollment Report**

**Template Settings**

\* Template Description: Enrollment Report

Share with other users in entity 110

Print Greenbar

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**Report Ranges**

Entity: 110      Low: 110      High: 110

Student Key:       ZZZZZZZZZZ

Grade/Grad Yr: 9999      0000

Enrollment As Of: 05/03/2021      Monday

Include All Calendars      Calendars

Include All Schools      Schools

---

**Printing Options**

Total Special Ed Students Separate from Mainstream Students

Total Eval Code Groups by Gender

Print Student Detail Other ID

Print Totals by County

Page Break by School

GLO      ?

- Name Template Description.
- Under Report Ranges select the Enrollment Date to preference.
- Select Include All Calendars.
- Select Include All Schools.
- Under Printing Options, select Print Student Detail and drop down to select Other ID.

5. Save and Print.

**Enrollment Report**

Template Settings  
 \* Template Description: **Enrollment Report**  
 Share with other users in entity 110  
 Print Greenbar

Report Ranges  
 Low Entity: 110 High: 110  
 Student Key: ZZZZZZZZZZZZ  
 Grade/Grad Yr: 9999 0000  
 Enrollment As Of: 05/03/2021 Monday  
 Include All Calendars  
 Include All Schools

Printing Options  
 Total Special Ed Students Separate from Mainstream Students  
 Total Eval Code Groups by Gender  
 Print Student Detail Other ID  
 Print Totals by County  
 Page Break by School  
 GLO

Buttons: Save, Save and Print, Back

8. View report in My Print Queue.

Navigation bar: Favorites, New Window, My Print Queue

My Print Queue - Laura Torres  
 Views: General Filters: Skyward Default Clone  
 Date: 96/21/2021 Mon Time: 3:56 PM Report Description: Enrollment Report - Enrollment Report Class: Wait List # Status: Completed 0  
 Buttons: View, Delete, Rerun

9. The report is now ready for review.

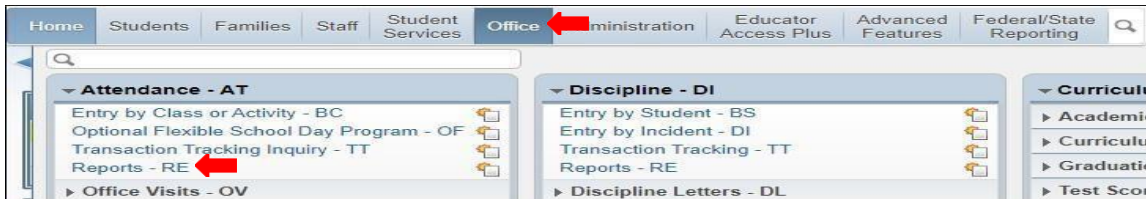
Enrollment Report - Enrollment Report

Grade	Male	Female	Total	Special Ed	Other	Total
01	0	0	0	0	0	0
02	0	0	0	0	0	0
03	0	0	0	0	0	0
04	0	0	0	0	0	0
05	0	0	0	0	0	0
06	0	0	0	0	0	0
07	0	0	0	0	0	0
08	0	0	0	0	0	0
09	0	0	0	0	0	0
10	0	0	0	0	0	0
11	0	0	0	0	0	0
12	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0

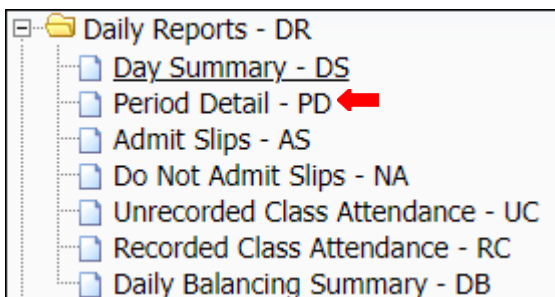
## Period Detail-PD

To print *Period Detail - PD* follow the steps listed below.

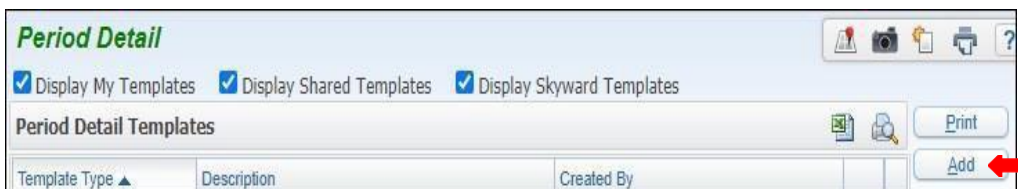
1. Select the *Office* tab under *Attendance - AT*, click on *Reports - RE*.



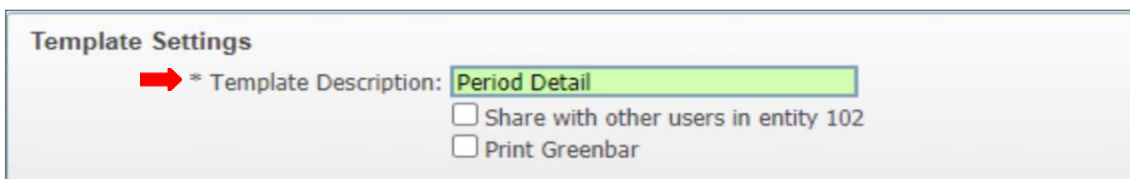
2. Under *Daily Reports - DR*, select *Period Detail - PD*.



3. To create a report, click the *Add* button.



4. Name *Template Description*.



5. Set Report Ranges.

**Report Ranges**

School Year to Process:

Select By:

Today Less number of School Days

Specific Date

**Note:**

- **School Year to Process:** ensure it is set accurate
- **Select By:** Date or Student Key
- **Today Less number of School Days:** set to 0
- **Specific Date:** may be selected or current date may be left.

6. School Year to Process may also be Selected By Student

**Report Ranges**  
 School Year to Process:   
 Select By: **Student Key**   
 Student:

**Notes:**

- When searching student key type, the first 5 letters of students last name then the first 3 letters of students first name.

7. Under Report Ranges, set ranges for Grade/Grad Yr. School, Calendar, Attendance Period, and Parent Notified, and select Absence Types button.

Low High  
**Grade/Grad Yr.:**    
 School:   
 Calendar:   
**Attendance Period:**     
**Parent Notified:**  Yes  No  Both

**Note:**

- **Grade/Grad Yr.:** set to grade preference
- **Attendance Period:** Elementary will always be 02-02.
- **Parent Notified:** Set to both

8. Absence Type Selection will appear, choose Codes by transferring them to the Left side, and Save.

**Absence Type Selection**

<p><b>Available Excused Types</b></p> <ul style="list-style-type: none"> <li>I - Holy Days w/Documentation</li> <li>J - Court w/Documentation</li> <li>Q - Awaiting Services</li> <li>R - Juvenile Detention</li> <li>W - ISS</li> <li>X - Homebound/CEHI w/Documentation</li> <li>Y - LUNCH PERIOD ONLY</li> </ul> <p><b>Available Unexcused Types</b></p>	<p><b>Selected Excused Types</b></p> <ul style="list-style-type: none"> <li>C - COVID 19 ABSENCE</li> <li>E - EXCUSED ABSENCE</li> <li>V - OSS</li> </ul> <p><b>Selected Unexcused Types</b></p> <ul style="list-style-type: none"> <li>A - Non School Related-No Document</li> <li>U - UNEXCUSED ABSENCE w/DOCUMENT</li> </ul>
<p><b>Available Tardy Types</b></p> <ul style="list-style-type: none"> <li>T - Tardy</li> </ul>	<p><b>Selected Tardy Types</b></p>
<p><b>Available Other Types</b></p> <ul style="list-style-type: none"> <li>N - ASYNCHRONOUS PRESENT</li> <li>P - Present</li> <li>S - SYNCHRONOUS PRESENT</li> </ul>	<p><b>Selected Other Types</b></p>

9. Sort Options may be selected.

**Sort Options**  
 Sort and Page Break on Grade

10. Printing Options may be selected to preference.

**Printing Options**

Print Home Phone  Print Confidential Phone

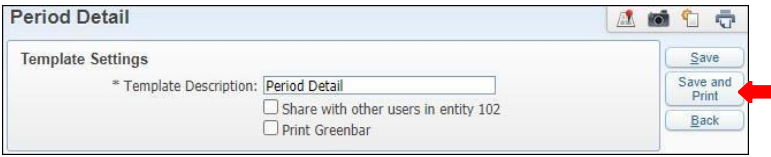
**Print Attendance Detail**  
 All Periods in Day  Only Periods in Range

**Name Format**  
 Last Name/First Name  First Name/Last Name  
 Print Middle Initial  Print Middle Name  Neither

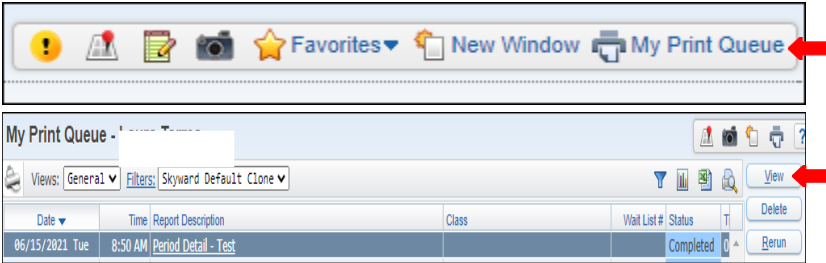
**Note:**

- Select, **Print Home Phone**
- **Print Attendance Detail:** may select All Periods in Day or Only Periods in Range
- **Name Format:** Select format of name, Last Name/ First Name or First Name/ Last Name; Select format of middle name, Print Middle Initial, Print Middle Name or Neither

### 11. Save and Print report.



### 12. View report in My Print Queue.



### 13. The report is now ready for review.

#### Report By Date

```

isoatr14.p 13-4
05.21.06.00.00
ELEMENTARY
Day Summary Period by Period Detail

GRD:05 HM PHN: 130-488-1994 079712
SCHOOL: CALENDAR: HM ROOM: ADVISOR:
GUARDIAN: WK PHN:
5-HMR/04 5-HOMEROOM 08/27/20 THU 2 YR MTWTF A- Absent;

GRD:05 HM PHN:
SCHOOL: CALENDAR: HM ROOM: 506 ADVISOR:
GUARDIAN: WK PHN:
5-HMR/04 5-HOMEROOM 08/27/20 THU 2 YR MTWTF A- Absent;

GRD:01 HM PHN:
SCHOOL: CALENDAR: HM ROOM: 405 ADVISOR:
GUARDIAN: WK PHN:
1-HMR/02 1-HOMEROOM 08/27/20 THU 2 YR MTWTF A- Absent;

GRD:05 HM PHN:
SCHOOL: CALENDAR: HM ROOM: 506 ADVISOR:
GUARDIAN: WK PHN:
5-HMR/04 5-HOMEROOM 08/27/20 THU 2 YR MTWTF A- Absent;

GRD:05 HM PHN:
SCHOOL: CALENDAR: HM ROOM: 503 ADVISOR:
GUARDIAN: WK PHN:
5-HMR/04 5-HOMEROOM 08/27/20 THU 2 YR MTWTF A- Absent;

GRD:05 HM PHN:
SCHOOL: CALENDAR: HM ROOM: 505 ADVISOR:
GUARDIAN: WK PHN:
5-HMR/01 5-HOMEROOM 08/27/20 THU 2 YR MTWTF A- Absent;

GRD:04 HM PHN:
SCHOOL: CALENDAR: HM ROOM: ADVISOR:
GUARDIAN: WK PHN:
4-HMR/GL1 4-HOMEROOM 08/27/20 THU 2 YR MTWTF A- Absent;

GRD:03 HM PHN:
SCHOOL: CALENDAR: HM ROOM: 423 ADVISOR:
GUARDIAN: WK PHN:
3-HMR/01 3-HOMEROOM 08/27/20 THU 2 YR MTWTF A- Absent;

GRD:KG HM PHN:
SCHOOL: CALENDAR: HM ROOM: 407 ADVISOR:
GUARDIAN: WK PHN:
K-HMR/04 K-HOMEROOM 08/27/20 THU 2 YR MTWTF A- Absent;
    
```

#### Report By Student Key

```

isoatr18.p 14-4
05.21.06.00.00
ELEMENTARY
Day Summary Period by Period Detail

GRD:05 HM PHN:
SCHOOL: CALENDAR: HM ROOM: ADVISOR:
GUARDIAN: WK PHN: 83

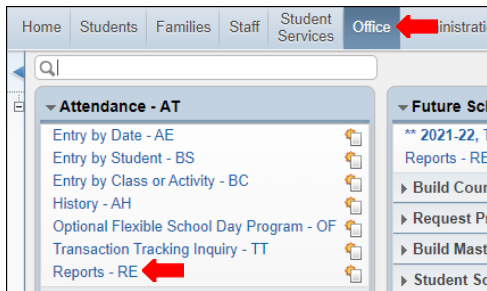
***** End of report *****
    
```



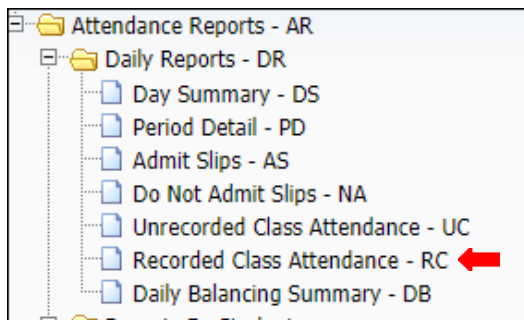
## Recorded Class Attendance - RC

To print *Recorded Class Attendance - RC* follow the steps listed below.

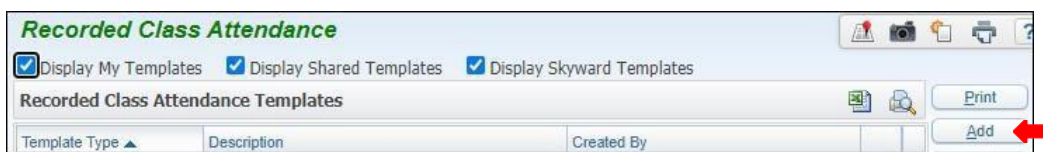
1. Select the *Office* tab and under Attendance - AT click on Reports - RE



2. Under *Attendance Report - AR* select *Recorded Class Attendance - RC*.



3. To create a report, click the *Add* button.



4. Name your report, enter the specific *Date Range* for which you want to run the report.

### Recorded Class Attendance

#### Template Settings

\* Template Description:

Share with other users in entity 102

Print Greenbar

#### Recorded Class Attendance

Date:  Specific Date Range  to

Today Less Number of School Days

5. Enter the *Period Range* for which you want to print the report Elementary Period Range is 02-02. Save and Print.

**Recorded Class Attendance**

Template Settings  
 \* Template Description: Recorded Class Attendance  
 Share with other users in entity 102  
 Print Greenbar

Recorded Class Attendance  
 Date:  Specific Date Range 08/26/2020 to 06/04/2021  
 Today Less Number of School Days 0  
 Print Course/Section Details  
 Starting Period: 02  
 Ending Period: 02

Buttons: Save, Save and Print (highlighted with red arrow), Back

7. View report in My Print Queue.

Navigation Bar: Favorites, New Window, My Print Queue (highlighted with red arrow)

My Print Queue Window

Date	Time	Report Description	Class	Wait List	Status	Action
06/17/2021, Thu	4:48 PM	Recorded Class Attendance - Recorded Class Attendance		0	Completed	View (highlighted with red arrow), Delete, Return

8. The report is ready for review.

1soatr31.p 15-4  
 05.21.02.00.09 \*TestDB\* ELEMENTARY  
 Recorded Class Attendance

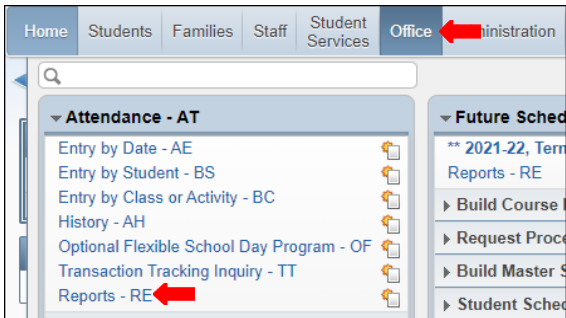
DATE: 08/26/2020 PERIOD: 2 PERCENT OF CLASSES WITH RECORDED ATTENDANCE: 27/38 (71%)

ALPHAKEY	NAME	FINISHED
		08/26/20 4:00 PM
		08/26/20 2:34 PM
		08/26/20 4:24 PM
		08/26/20 2:36 PM
		08/26/20 3:26 PM
		08/26/20 8:10 AM
		08/26/20 10:43 AM
		08/26/20 3:58 PM
		08/26/20 7:56 PM
		08/26/20 2:59 PM
		08/26/20 2:05 PM
		08/26/20 2:16 PM
		08/26/20 3:26 PM
		08/26/20 8:05 AM
		08/26/20 1:57 PM
		08/26/20 3:49 PM
		08/26/20 7:53 AM
		08/26/20 10:07 PM
		08/26/20 1:55 PM
		08/26/20 8:11 AM
		08/26/20 2:07 PM
		08/26/20 3:40 PM
		08/26/20 5:02 PM
		08/26/20 5:38 PM
		08/26/20 3:29 PM
		08/26/20 3:06 PM
		08/26/20 1:54 PM

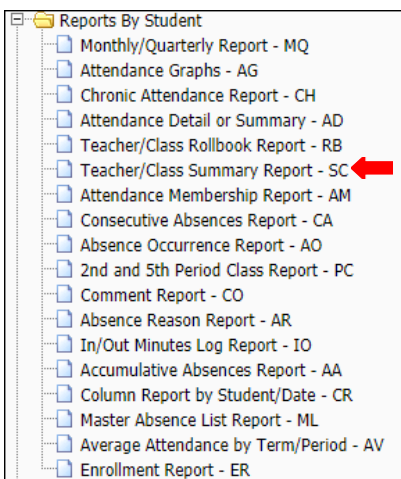
## Teacher/Class Summary Report - SC

To print *Teacher/Class Summary Report - SC* follow the steps listed below.

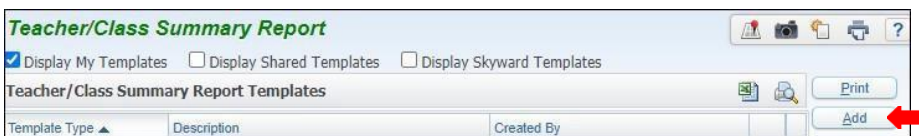
1. Select the *Office* tab and under *Attendance - AT* click on *Reports-RE*.



2. Under *Reports By Student*, select *Teacher/ Class Summary Report-SC*.



3. To create a report, click on *Add* button.



4. Title *Template Description*.

**Template Settings**

\* Template Description:

Share with other users in entity 102

Print Greenbar

5. Under *Report Ranges* enter date Range.

**Note:**

- Default to 4 weeks may be unselected depending on the dates report will be generated for.

6. Under *Students* the option to enter Student Key is available.

**Note:**

- Student key will be used if the report is generating for specific student.

7. Set Grade level if generating for specific grade.

**Note:** Campus with one grade level will not need to use the area. (Ex: 7th grade campus)

8. Under *Student Status* select *Both*.

**Note:**

- Selecting Student Status as both will generate active and inactive students attendance while scheduled w/teacher.

9. Check to include each of the options below.

10. Select *Absence Types* button.

11. Select *Absence Types*, click *Add* and *Save*.

**Note:**

- Absences to appear on report will be listed under *Selected Excused Types*.

12. Under *Classes* is the option to enter a specific teacher by name key.

**Classes**

Teacher:

13. The option to select specific *Course/ Class* is available.

Course/Class:

14. Elementary *Period* should always be set to 02-02.

Period:

**Note:**

- If setting for secondary set to funding period/s

15. Select Term to semester desired and *Class Status* to **Active**.

Term:

Class Status:  Active  Inactive  Both

16. Click on *Select Classes*, when window appears select to preference or *Select All Classes* and *Save*.

\* Select classes:

**Selected Classes**

Teacher	Class	Terms	Period
AGUIRTOM000	5-HMR/05	1-6	02
ALVARMAY001	1-HMR/NA1	1-6	02
ALVARMAY001	2-HMR/NA1	1-6	02
ALVARMAY001	3-HMR/NA1	1-6	02
ALVARMAY001	4-HMR/NA1	1-6	02

61 records displayed

**Class Selection**

Select	Teacher	Period	Class	Terms	Status
<input checked="" type="checkbox"/>	AGUIRTOM000	02	5-HMR/05	1-6	Active
<input checked="" type="checkbox"/>	ALVARMAY001	02	1-HMR/NA1	1-6	Active
<input checked="" type="checkbox"/>	ALVARMAY001	02	2-HMR/NA1	1-6	Active
<input checked="" type="checkbox"/>	ALVARMAY001	02	3-HMR/NA1	1-6	Active
<input checked="" type="checkbox"/>	ALVARMAY001	02	4-HMR/NA1	1-6	Active
<input checked="" type="checkbox"/>	ALVARMAY001	02	5-HMR/NA1	1-6	Active
<input checked="" type="checkbox"/>	ALVARMAY001	02	K-HMR/NA1	1-6	Active
<input checked="" type="checkbox"/>	BARBEANI001	02	2-HMR/04	1-6	Active
<input checked="" type="checkbox"/>	BARBEVAN003	02	3-HMR/05	1-6	Active
<input checked="" type="checkbox"/>	BARREERI000	02	5-HMR/01	1-6	Active
<input checked="" type="checkbox"/>	BARREHIL001	02	2-HMR/03	1-6	Active
<input checked="" type="checkbox"/>	CALDEGAB000	02	1-HMR/04	1-6	Active
<input checked="" type="checkbox"/>	CARDEZUY000	02	4-HMR/GB1	1-6	Active
<input checked="" type="checkbox"/>	CARDEZUY000	02	5-HMR/GB1	1-6	Active
<input checked="" type="checkbox"/>	CIOFFGRI000	02	K-HMR/01	1-6	Active
<input checked="" type="checkbox"/>	DIAZ SAB002	02	K-HMR/02	1-6	Active
<input checked="" type="checkbox"/>	DOMINGI5002	02	1-HMR/07	1-6	Active
<input checked="" type="checkbox"/>	DOMINKAR003	02	2-HMR/02	1-6	Active
<input checked="" type="checkbox"/>	DUENETSA000	02	4-HMR/01	1-6	Active
<input checked="" type="checkbox"/>	ENRIQVER004	02	1-HMR/NL2	1-6	Active

Buttons: Save, Select All Classes, Unselect All Classes, Back

17. *Sort Options* by *Teacher* or *Class*.

**Sort Options**

Teacher  Class

18. Under *Report Options* select to preference.

**Report Options**

Use scheduling days  Print absence types legend  Print signature line

Page break by class  Print non-absence data  Print multiple meets as one class

**Note:** Print Signature Line must be included if using report for Attendance Correction/ Confirmation.

### 9. Save and Print.

Template Settings

\* Template Description: **Teacher Class Smry**

Share with other users in entry 102

Print Greenbar

Report Ranges

Dates

\* Enter date range: **03/01/2021** (Low) to **03/26/2021** (High)

Monday Friday

Default to 4 week date range

Classes

Teacher: **ZZZZZZZZZZ** Low High

Course/Class: **ZZZZZZZZZZ** / **ZZZZ**

Period: **02**

Term: **00** **99**

Class Status:  Active  Inactive  Both

\* Select classes:

Selected Classes

Teacher	Class	Terms	Period

61 records displayed

Sort Options

Teacher  Class

Report Options

Use scheduling days  Print absence types legend  Print signature line  Print non-absence data  Print multiple meets as one class

Page break by Class

Asterisk (\*) denotes a required field



### 10. View report in My Print Queue.

Windows taskbar: Favorites, New Window, My Print Queue

My Print Queue -

Views: General Filters: Skyward Default Clone

06/22/2021 Tue 10:25 AM Teacher/Class Summary Report - Teacher Class Smry

Class

Wait List # Status

Completed 0

View, Delete, Rerun



### 11. The report is now ready for review.

1soatr32.p 13-4

05.21.06.00.00

ELEMENTARY

Attendance Summary Report by Class

06/28/21 Page:1 2:38 PM

Course: 5-HOMEROOM Section: 05 Starting Date: 03/01/2021

Teacher: Period: 00 Ending Date: 03/26/2021

Student ID	Student Name	03/01/2021					03/08/2021					03/15/2021					03/22/2021					- TOTALS -			
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	EXC	UNX	TDY	OTH
		+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
		+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
		+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
		+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
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		+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
		+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
		+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
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		+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+
		+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+	+

Legend:

+ = Present

- = Not Enrolled

\* = No School

(Space) = Class Doesn't Meet

1 = Playing of TAPS at Militar

7 = ACTIVE DUTY LEAVE/DEPLOYME

E = EXCUSED ABSENCE

N = ASYNCHRONOUS PRESENT

S = SYNCHRONOUS PRESENT

W = ISS

3 = Visit Higher Ed. Instituti

A = Non School Related-No Docu

H = 4-H (W/PROPER DOCUMENTATIO

P = Present

T = Tardy

X = Homebound/CEHI w/Documenta

4 = Citizenship/Paperwork/Cere

C = COVID 19 ABSENCE

I = Holy Days w/documentation

Q = Awaiting Services

U = UNEXCUSED ABSENCE w/DOCUME

Y = LUNCH PERIOD ONLY

5 = Act as Election Clerk

D = UIL/FIELD TRIP - PARTIAL

J = Court (w/documentation)

R = Juvenile Detention

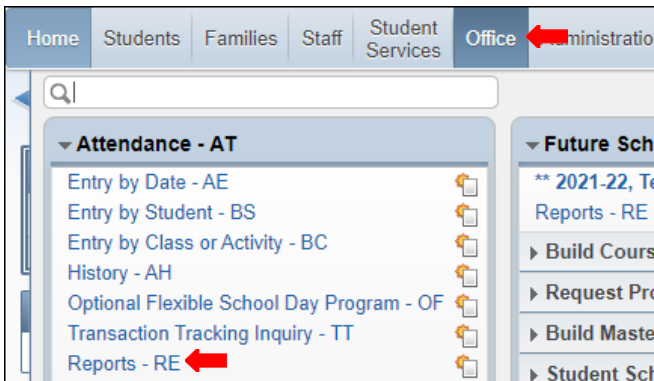
V = OSS

Z = SCH REALTED-UIL/FIELD TRI

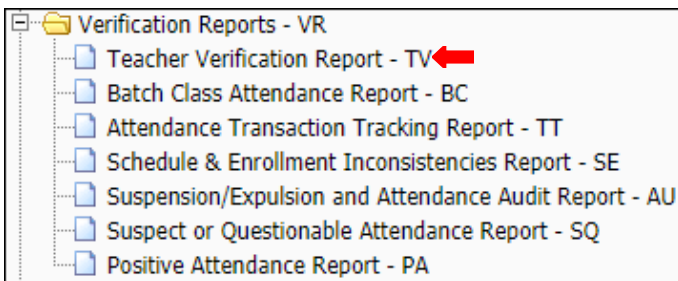
## Teacher Verification Report - TV

To print *Teacher Verification Reports - TV* follow the steps listed below.

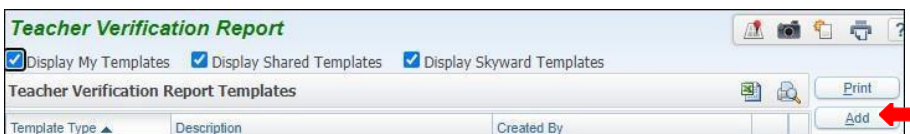
1. Select the *Office* tab and under *Attendance - AT*, click on *Reports - Re*.



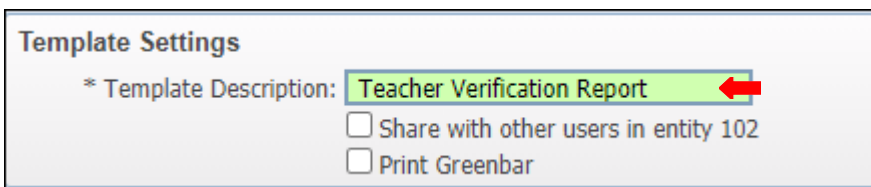
2. Under *Verification Reports - VR*, select *Teacher Verification Report - TV*.



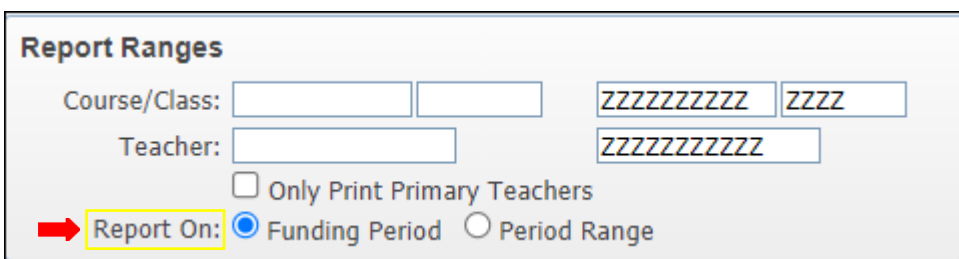
3. To create a report, click the *Add* button.



4. Title *Template Description*.



5. Under *Report Ranges* select *Report On to Funding Period*.





6. To generate report by *Six Week Period*, select Six WeekPeriod.

**Reporting Period**

Six Week Period  Date Range

6 Week Period:  ←

Exclude Dropped Students

**Note:**

- Select six-week period to include in report

7. Set ranges for *Absences* and *Cover Page* to preference.

**Cover Page**

Print Cover Pages

Title for Signature One:

Title for Signature Two:

Title for Signature Three:

**Note:**

- For Title Signature ensure Principle, Attendance Secretary and Vice Principle are noted.

8. Set *Minimum Absences* to zero, and *Maximum* to 999.

**Absences**

Minimum:

Maximum:

10. Click on *Select Sorts* button, under *Detail or Summary Sort Selection*, select option and Save.

**Sort Options**

Select Sorts ←

Move	Label
↕	Teacher

Asterisk (\*) denotes a required field

**Detail or Summary Sort Selection**

Detail or Summary Sort Selection

Select	Description
<input type="checkbox"/>	Class
<input type="checkbox"/>	Class Period
<input type="checkbox"/>	Entity
<input checked="" type="checkbox"/>	Teacher

Save ←

Back

Select All Sorts

Unselect All Sorts

11. *Save and Print*.

**Teacher Verification Report Maintenance**

**Template Settings**

\* Template Description:

Share with other users in entity 102

Print Greenbar

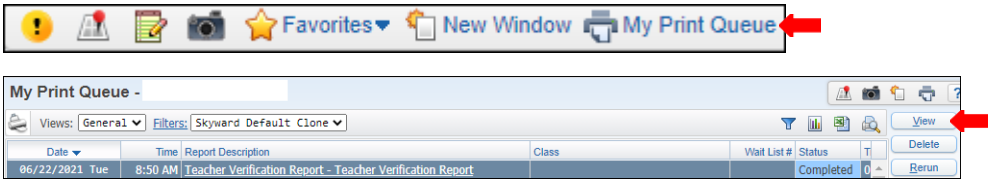
Save

Save and Print ←

Back



12. View report in My Print Queue.



13. The report is now ready for review.

ATTENDANCE VERIFICATION REPORT

RUN DATE: 06/22/21

REPORTING PERIOD 1

\_\_\_\_\_ attendance secretary

\_\_\_\_\_ principle

\_\_\_\_\_

Itssatn12.p 38-4 ELEMENTARY 06/22/21 Page:1  
 05.21.02.00.11 Attendance Verification Report 8:59 AM

REPORTING PERIOD 1

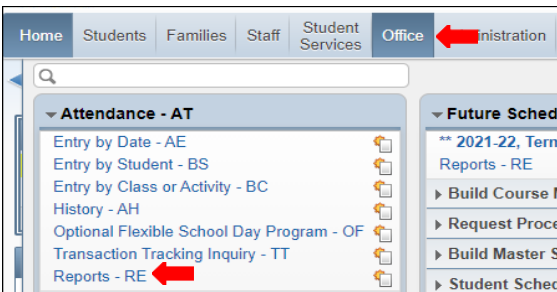
Teacher: \_\_\_\_\_ Room: 505  
 Course/Sec: 5-IMR/05 5-IMR Period: 00 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Alphakey	Name	Membership	Gr	Enroll	Withdraw	Enroll	Withdraw	Abs Date	Absence	Reason	Funding
05								08/26/20	Wed S	SYNCHRONOUS	N
								08/27/20	Thu S	SYNCHRONOUS	N
								08/28/20	Fri S	SYNCHRONOUS	N
								08/31/20	Mon S	SYNCHRONOUS	N
								09/01/20	Tue S	SYNCHRONOUS	N
								09/02/20	Wed S	SYNCHRONOUS	N
								09/03/20	Thu S	SYNCHRONOUS	N
								09/04/20	Fri S	SYNCHRONOUS	N
								09/08/20	Tue S	SYNCHRONOUS	N
								09/09/20	Wed N	ASYNCHRONOUS	N
								09/10/20	Thu S	SYNCHRONOUS	N
								09/11/20	Fri S	SYNCHRONOUS	N
								09/14/20	Mon S	SYNCHRONOUS	N
								09/15/20	Tue S	SYNCHRONOUS	N
								09/16/20	Wed S	SYNCHRONOUS	N
								09/17/20	Thu N	ASYNCHRONOUS	N
								09/18/20	Fri S	SYNCHRONOUS	N
								09/21/20	Mon S	SYNCHRONOUS	N
								09/22/20	Tue S	SYNCHRONOUS	N
								09/23/20	Wed S	SYNCHRONOUS	N
								09/24/20	Thu S	SYNCHRONOUS	N
								09/25/20	Fri S	SYNCHRONOUS	N
								09/28/20	Mon F	Present	N
								08/26/20	Wed S	SYNCHRONOUS	N
								08/27/20	Thu N	ASYNCHRONOUS	N
								08/28/20	Fri S	SYNCHRONOUS	N
								08/31/20	Mon N	ASYNCHRONOUS	N
								09/01/20	Tue N	ASYNCHRONOUS	N
								09/02/20	Wed S	SYNCHRONOUS	N
								09/03/20	Thu A	Absent	Y
								09/04/20	Fri A	Absent	Y
								09/08/20	Tue A	Absent	Y
								09/09/20	Wed A	Absent	Y
								09/10/20	Thu A	Absent	Y
								09/11/20	Fri A	Absent	Y
								09/14/20	Mon A	Absent	Y
								09/15/20	Tue A	Absent	Y
								09/16/20	Wed A	Absent	Y
								09/17/20	Thu A	Absent	Y
								09/18/20	Fri A	Absent	Y

## Unrecorded Class Attendance - UC

To print *Unrecorded Class Attendance - UC* follow the steps listed below.

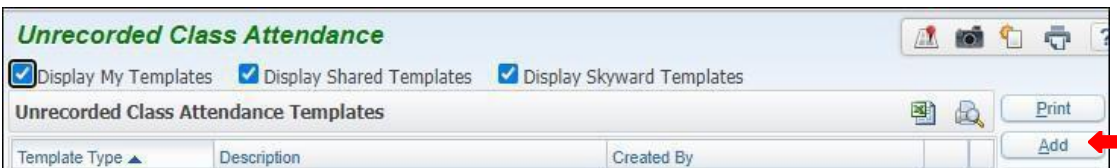
1. Select the *Office* tab and under Attendance - AT click on *Reports - RE*.



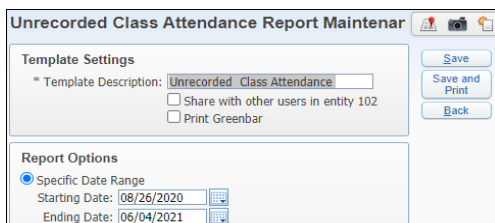
2. Under *Attendance Reports - AR* select *Unrecorded Class Attendance - UC*.



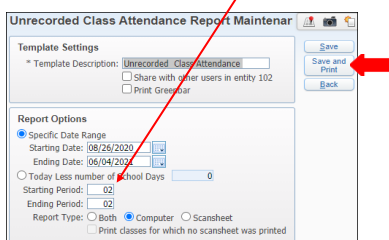
3. To create a report, click the *Add* button.



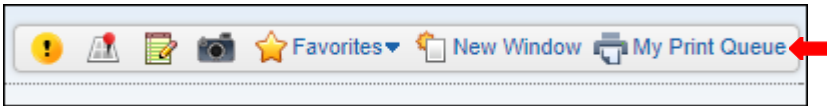
4. Name report, enter the *Specific Date Range* for which you want to run the report, or select *Today* to run for today's date.



5. Enter the *Period Range* for which you want to print the report. Elementary period range is 02 to 02. **Save and Print.**



5. View report in My Print Queue.



7. The report is now ready for review.

**Report Type Computer**

isoattr04.p 25-4 GARFIELD ELEMENTARY 06/17/21  
05.21.02.00.09 \*TestDB\* Unrecorded Class Attendance Report

Date Range: 08/26/20 - 06/04/21

Date	Day	Teacher	Cor/Sect	Prd	Description	Method	Doc #
08/26/2020	WED		4-HMR /NA1 02		4-HOMEROOM	Mixed	
			3-HMR /05 02		3-HOMEROOM	Mixed	
			5-HMR /03 02		5-HOMEROOM	Mixed	
			3-HMR /01 02		3-HOMEROOM	Mixed	
			4-HMR /04 02		4-HOMEROOM	Mixed	
			5-HMR /GL2 02		5-HOMEROOM	Mixed	
			4-HMR /02 02		4-HOMEROOM	Mixed	
			3-HMR /04 02		3-HOMEROOM	Mixed	
08/27/2020	THU		5-HMR /03 02		5-HOMEROOM	Mixed	
			5-HMR /04 02		5-HOMEROOM	Mixed	
			5-HMR /02 02		5-HOMEROOM	Mixed	
08/28/2020	FRI		5-HMR /03 02		5-HOMEROOM	Mixed	
			5-HMR /04 02		5-HOMEROOM	Mixed	
08/31/2020	MON		K-HMR /01 02		K-HOMEROOM	Mixed	
			1-HMR /05 02		1-HOMEROOM	Mixed	
			5-HMR /03 02		5-HOMEROOM	Mixed	
			4-HMR /04 02		4-HOMEROOM	Mixed	
			K-HMR /03 02		K-HOMEROOM	Mixed	
09/01/2020	TUE		4-HMR /05 02		4-HOMEROOM	Mixed	
			5-HMR /03 02		5-HOMEROOM	Mixed	
			3-HMR /01 02		3-HOMEROOM	Mixed	
			5-HMR /04 02		5-HOMEROOM	Mixed	
			4-HMR /05 02		4-HOMEROOM	Mixed	
			3-HMR /04 02		3-HOMEROOM	Mixed	
09/02/2020	WED		1-HMR /05 02		1-HOMEROOM	Mixed	
			5-HMR /03 02		5-HOMEROOM	Mixed	
			3-HMR /01 02		3-HOMEROOM	Mixed	
			5-HMR /GL2 02		5-HOMEROOM	Mixed	
09/03/2020	THU		K-HMR /01 02		K-HOMEROOM	Mixed	
			1-HMR /05 02		1-HOMEROOM	Mixed	
			5-HMR /03 02		5-HOMEROOM	Mixed	
			3-HMR /01 02		3-HOMEROOM	Mixed	
			4-HMR /04 02		4-HOMEROOM	Mixed	
09/04/2020	FRI		3-HMR /04 02		3-HOMEROOM	Mixed	
			5-HMR /01 02		5-HOMEROOM	Mixed	
			K-HMR /02 02		K-HOMEROOM	Mixed	
			1-HMR /05 02		1-HOMEROOM	Mixed	
			5-HMR /03 02		5-HOMEROOM	Mixed	
			3-HMR /01 02		3-HOMEROOM	Mixed	
			4-HMR /04 02		4-HOMEROOM	Mixed	
09/08/2020	TUE		3-HMR /04 02		3-HOMEROOM	Mixed	
			4-HMR /03 02		4-HOMEROOM	Mixed	
			1-HMR /05 02		1-HOMEROOM	Mixed	
			5-HMR /03 02		5-HOMEROOM	Mixed	
			4-HMR /04 02		4-HOMEROOM	Mixed	

Report Type:  Both  Computer  Scansheet

**Report type Both**

isoattr04.p 25-4 GARFIELD ELEMENTARY 06/17/21  
05.21.02.00.09 \*TestDB\* Unrecorded Class Attendance Report

Date Range: 03/01/21 - 04/16/21

Date	Day	Teacher	Cor/Sect	Prd	Description	Method	Doc #
03/08/2021			4-HMR /01 02		4-HOMEROOM	Comp.	
03/09/2021			4-HMR /01 02		4-HOMEROOM	Comp.	
03/10/2021			4-HMR /01 02		4-HOMEROOM	Comp.	
03/11/2021			4-HMR /01 02		4-HOMEROOM	Comp.	
04/06/2021			4-HMR /01 02		4-HOMEROOM	Comp.	
04/08/2021			4-HMR /01 02		4-HOMEROOM	Comp.	

\*\*\*\*\* End of report \*\*\*\*\*

Report Type:  Both  Computer  Scansheet

**Report Type Scan sheet**

isoattr04.p 25-4 GARFIELD ELEMENTARY 06/17/21  
05.21.02.00.09 \*TestDB\* Unrecorded Class Attendance Report

Date Range: 03/01/21 - 04/16/21

Date	Day	Teacher	Cor/Sect	Prd	Description	Method	Doc #

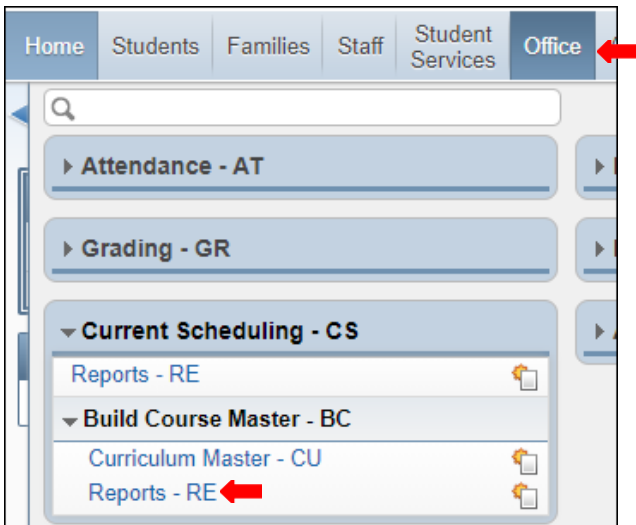
\*\*\*\*\* End of report \*\*\*\*\*

Report Type:  Both  Computer  Scansheet

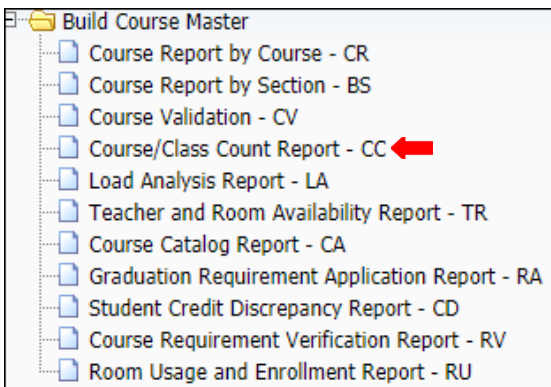
## Course/Class Count Report - CC

To print Course/ Class Count Reports - CC follow the steps listed below.

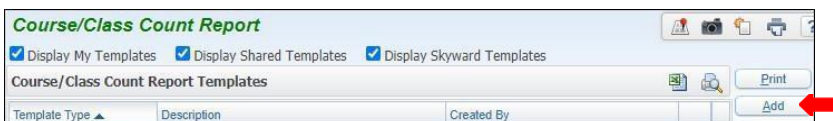
1. Select the *Office* tab and under *Build Course Master - BC* click on *Reports - RE*



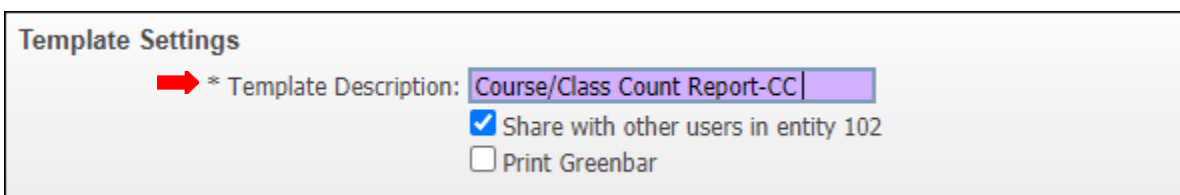
2. Under *Build Course Master* select *Course/Class Count Report - CC*.



3. To create a report, click the *Add* button.



4. Title *Template Description*.



5. Set ranges for Course/Class Printing Options to preference. Save and Print.

Note:

- **Grade:** For elementary input 02– 02 and secondary any period that the report will be generating for.
- Select *Sort* tab if report has to be Sorted by *Class Periods, Department, Subject or Teacher.*

6. View report in My Print Queue.



Date	Time	Report Description	Class	Wait List #	Status	View	Delete	Berun
06/25/2021 Fri	10:12 AM	Course/Class Count Report - Course/Class Count Report-CC			Completed			

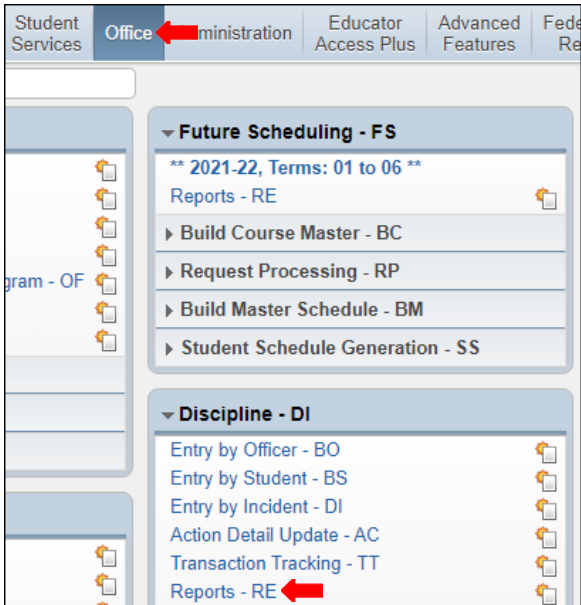
7. Report is now ready for review.

COURSE	DESCRIPTION	LFN	SEC	AVE	REQ	TOT	FEM	MAL
1-BMR	1-HOMEROOM	YR	7	260	115	115	48	67
		Number of Sections:		11		Average Students Per Section: 10.45		
2-BMR	2-HOMEROOM	YR	5	235	87	87	40	47
		Number of Sections:		10		Average Students Per Section: 8.70		
3-BMR	3-HOMEROOM	YR	6	203	88	88	50	38
		Number of Sections:		10		Average Students Per Section: 9.78		
4-BMR	4-HOMEROOM	YR	6	209	94	94	47	47

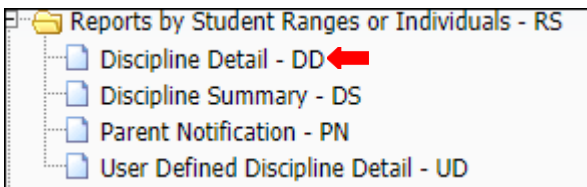
## Discipline Detail - DD

To print *Discipline Detail - DD* report follow the steps listed below.

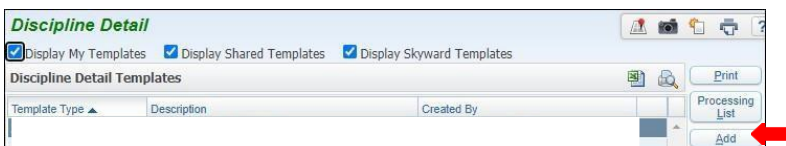
1. Select the *Office* tab and under *Discipline - DI*, click on *Reports - Re*.



2. Under *Reports by Student Ranges or Individuals - RS* select *Discipline Detail-DD*.



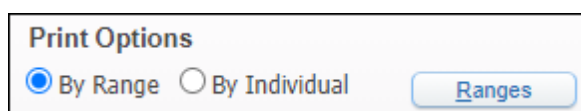
3. To create a report, click the *Add* button.



4. Name *Template Description*.



**Note:** Report may be generated using **By Range** or **By Individual**. Steps to generate report using each method will be provided on the following pages in the order they are shown below.



### Print By Range

**5A.** Under *Print Options* select *By Range* and then click on the *Ranges* tab.

**Print Options**

**By Range**   
  **By Individual**

Ranges

**5B.** Set *Student Range Parameters* to preference and Save.

**Student Range Parameters**

Ranges

	Low	High
Student Key:		ZZZZZZZZZZ
Grade/Grad Yr:	07   2026	07   2026
School:		ZZZZ
Calendar:		ZZZZ
Student Type:		ZZZ
Entity Category Type:		ZZZ
Entity Category Code:		ZZZ
Homeroom:		ZZZZZ
Advisor Key:		ZZZZZZZZZZ
Head of Household:		ZZZZZZZZZZ
Zip Code:		ZZZZZZZ
Carrier:		ZZZZZZZ
Local Race:		ZZZ
Feeder School District:		ZZZZZZZ
Birth Date:	01/01/1900	12/31/2999

**Federal Race/Ethnicity Fields**

Hispanic/Latino Ethnicity?:  Both

1-American Indian or Alaskan Native:  Both

2-Asian:  Both

3-Black or African American:  Both

4-Native Hawaiian or Other Pacific Islander:  Both

5-White:  Both

Gender:  Both    Status:  Active

NY Status:  Both    CY Member:  Both

Graduated:  Both    Full Time:  Both

**NOTES:**

- **Grade/ Grad Yr.:** may be an optional change according to what grade levels the report is going to be generated for.
- **Birth Date:** may be left as is, or may be changed to preference
- **Federal Race/ Ethnicity Fields:** select Both for all
- **Gender:** set to Both
- **NT Status:** set to Both
- **Graduated:** set to Both
- **Status:** set to Active
- **CY Member:** set to Both
- **Full Time:** set to Both

**5C.** Under *Print Options* select to preference.

<input checked="" type="checkbox"/> Print Referral	<input checked="" type="checkbox"/> Print Local Race	<input checked="" type="checkbox"/> Print Disc Notes
<input checked="" type="checkbox"/> Print Date Entered	<input checked="" type="checkbox"/> Print Advisor	<input checked="" type="checkbox"/> Print Disc Officer
<input checked="" type="checkbox"/> Print Comments	<input type="checkbox"/> Print Oldest Offense First	
<input type="checkbox"/> Print Motivation		<input type="checkbox"/> Print Federal Race
<input type="checkbox"/> Print Hd of House	Family: 1	<input type="checkbox"/> Print Federal Race Legend
<input type="checkbox"/> Print Counselor		
<input type="checkbox"/> Print Students with no Offenses		

Note:

- You may select or unselect printing options to preference

**5D.** The order of options may be set to preference by selecting the *Sort Order* tab, then click *Ok*.

Sort Order

**Sort Order**

Move	Field	Select
	Advisor	<input type="checkbox"/>
	Dis. Officer	<input type="checkbox"/>
	Graduation Year	<input type="checkbox"/>
	Homeroom	<input type="checkbox"/>
	Incident Number	<input type="checkbox"/>
	Location	<input type="checkbox"/>
	Bus	<input type="checkbox"/>
	Local Race	<input type="checkbox"/>
	Federal Race	<input type="checkbox"/>
	School	<input type="checkbox"/>
	Student Key	<input type="checkbox"/>
	Student Name	<input type="checkbox"/>
	Student Type	<input type="checkbox"/>

5E. Under *Offense Ranges* set to preference.

The 'Offense Ranges' form is shown with the following fields and values:

- School Year:** 2020-21
- Offense Date:** 08/26/2020 (Wednesday) to 06/04/2021 (Friday)
- Parent Notified:** Both
- Record Type:** Offenses and Referrals
- Select All Offenses:**
- Select All Motivations:**

**Note:**

- **School Year:** must be set to current
- **Offense Date:** must be set to accurate date/ dates
- **Date Entered:** must be set accurately
- **Parent Notified:** must be set to Both
- **Record Type:** must be set to Offenses and referrals
- **Select All Offenses and Select all Motivations:** must be selected

5F. Click on *Offense Sort Order* and select *Offense Date*, *Offense Code* or *Both* then click *Ok* button.

The 'Sort Order' dialog box shows a table with the following content:

Move	Field	Select
<input checked="" type="checkbox"/>	Offense Date	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Offense Code	<input type="checkbox"/>

The 'OK' button is highlighted with a red arrow.

5G. Under *Action Ranges* ensure dates are set correctly,

The 'Action Ranges' form shows the following fields and values:

- Date Entered:** 01/01/1900 (Monday) to 12/31/9999 (Friday)
- Today Less # of Days:** 0

5H. Select *Action Sort Order* tab, select order and then click *Okay* tab.

The 'Action Sort Order' tab is shown with 'Action Date' selected.

The 'Sort Order' dialog box shows a table with the following content:

Move	Field	Select
<input checked="" type="checkbox"/>	Action Date	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Action Code	<input type="checkbox"/>

The 'OK' button is highlighted with a red arrow.

5I. Complete *Action Ranges*.

The 'Action Ranges' form shows the following fields and values:

- Parent Notified:** Both
- Suspension Type:** All
- Status:** All
- Print Comments:**
- Print Follow-Up:**
- Select All Actions:**
- Select All Difference Reasons:**

**Note:** Set Parent notified to *Both*, select *Suspension Type* to *All*, and select *Status* to *All*.

Print Comments, Print Follow-Up, Select All Actions, Select All Difference Reasons, must be selected.



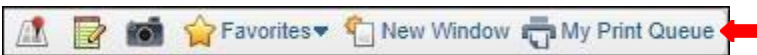
**5J. Set Action Detail Ranges to preference.**

**Note:**

- **Detail Date:** must be set to accurate date/dates
- **Parent Notified:** set to Both
- **Status:** set to All
- Select all the check boxes as shown below

**5K. Save and Print.**

**5L. View report in My Print Queue.**



Date	Time	Report Description	Class	Wait List #	Status
07/01/2021 Thu	4:38 PM	Discipline Detail - Discipline Detail-DD			Completed

**5M. The report is now ready for review.**

Off/Act Type	Per	Sch.	Location	P	Day/	M Points	Hrs	Time Served	Diff Reason	Incident/ Status
05 ALCOHOL			On Campus	Y	0.00					Referred By : SERGIO JIMENEZ
05 OUT SCH SUSPENS				Y	0.00	Day	3.00	3.00		Served
06 IN SCH SUSPENS				Y	0.00	Day	1.00	1.00		Served

**Print By Individual**

**6A.** Under Print Options select *By Individual*.

Print Options  
 By Range  By Individual

**6B.** Select the *Individual* Tab.

Print Options  
 By Range  By Individual Individual

**6C.** Select *Student* by inserting *Alpha* key or *Other ID* then click *Add* button. Selected students may be removed individually or all together. Click *Ok*.

Individual Student Selection  
 Select a Name  
 Student: [dropdown] Add OK Back  
 Selected Names  
 Remove Remove All

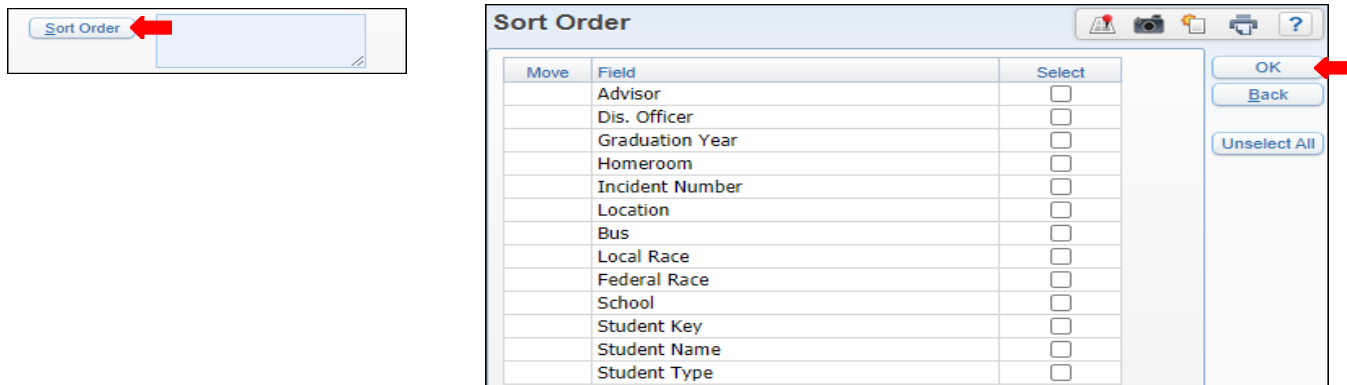
**6D.** Under *Print Options* select to preference.

Print Options  
 Print Referral  Print Local Race  Print Disc Notes  
 Print Date Entered  Print Advisor  Print Disc Officer  
 Print Comments  Print Oldest Offense First  
 Print Motivation  Print Federal Race  
 Print Hd of House Family: 1  Print Federal Race Legend  
 Print Counselor  
 Print Students with no Offenses

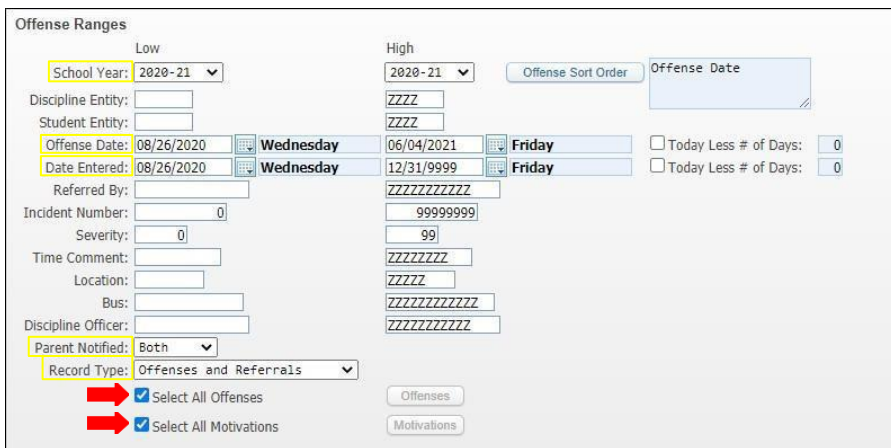
**Note:**

- Select or un-select printing options to preference

6E. The order of options may be set to preference by selecting the *Sort Order* tab, then click Ok.



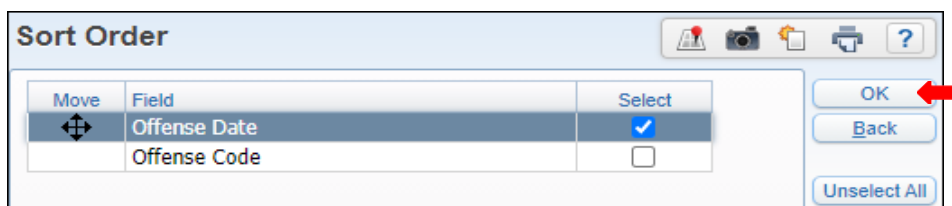
6F. Under *Offense Ranges* set to preference.



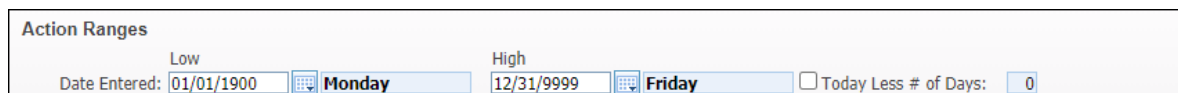
**Note:**

- **School Year:** must be set to current
- **Offense Date:** must be set to accurate date
- **Date Entered:** must be set accurately
- **Parent Notified:** must be set to Both
- **Record Type:** must be set to Offenses and referrals
- **Select All Offenses and Select all Motivations:** must be selected

6G. Click on *Offense Sort Order* and select *Offense Date*, *Offense Code* or *Both* then click Ok tab.



6H. Under *Action Ranges* ensure dates are set correctly.



6I. Select *Action Sort Order* tab, select order and then click *Okay* tab.

The screenshot shows two windows. The top window is the 'Action Sort Order' dialog, with a red arrow pointing to the 'Action Sort Order' tab. The 'Action Date' field is selected. The bottom window is the 'Sort Order' dialog, with a table showing 'Action Date' selected and 'Action Code' unselected. A red arrow points to the 'OK' button.

Move	Field	Select
	Action Date	<input checked="" type="checkbox"/>
	Action Code	<input type="checkbox"/>

6J. Complete *Action Ranges*.

The screenshot shows the 'Action Ranges' dialog box. The 'Parent Notified' dropdown is set to 'Both', 'Status' is 'All', and 'Suspension Type' is 'All'. There are four checked checkboxes: 'Print Comments', 'Print Follow-Up', 'Select All Actions', and 'Select All Difference Reasons'. There are two buttons: 'Actions' and 'Diff Reasons'.

**Note:** Set Parent notified to Yes or No, select *Suspension Type*, and select *Status*.

Print Comments, Print Follow-Up, Select All Actions, Select All Difference Reasons, must be selected.

6K. Under *Action Ranges* ensure dates are set correctly.

The screenshot shows the 'Action Ranges' dialog box. The 'Low' date is '01/01/1900' (Monday) and the 'High' date is '12/31/9999' (Friday). The 'Today Less # of Days' field is set to 0.

6L. Select *Action Sort Order* tab, select order and then click *Okay* tab.

The screenshot shows two windows. The top window is the 'Action Sort Order' dialog, with a red arrow pointing to the 'Action Sort Order' tab. The 'Action Date' field is selected. The bottom window is the 'Sort Order' dialog, with a table showing 'Action Date' selected and 'Action Code' unselected. A red arrow points to the 'OK' button.

Move	Field	Select
	Action Date	<input checked="" type="checkbox"/>
	Action Code	<input type="checkbox"/>

6M. Complete *Action Detail Ranges*.

The screenshot shows the 'Action Detail Ranges' dialog box. The 'Parent Notified' dropdown is set to 'Both', 'Status' is 'All', and 'Suspension Type' is 'All'. There are four checked checkboxes: 'Print Comments', 'Print Follow-Up', 'Select All Actions', and 'Select All Difference Reasons'. There are two buttons: 'Actions' and 'Diff Reasons'.

**Note:** Set Parent notified to Yes, select *Suspension Type* to All, and select *Status* to All.

Print Comments, Print Follow-Up, Select All Actions, Select All Difference Reasons, must be selected.

6N. Set Action Detail Ranges to preference.

Note:

- **Detail Date:** must be set to accurate date/dates
- **Parent Notified:** set to Both
- **Status:** set to All
- Select all the check boxes as shown below

6O. Save and Print.

6P. View report in My Print Queue.



Date	Time	Report Description	Class	Wait List #	Status
07/01/2021 Thu	4:38 PM	Discipline Detail - Discipline Detail- DD			Completed

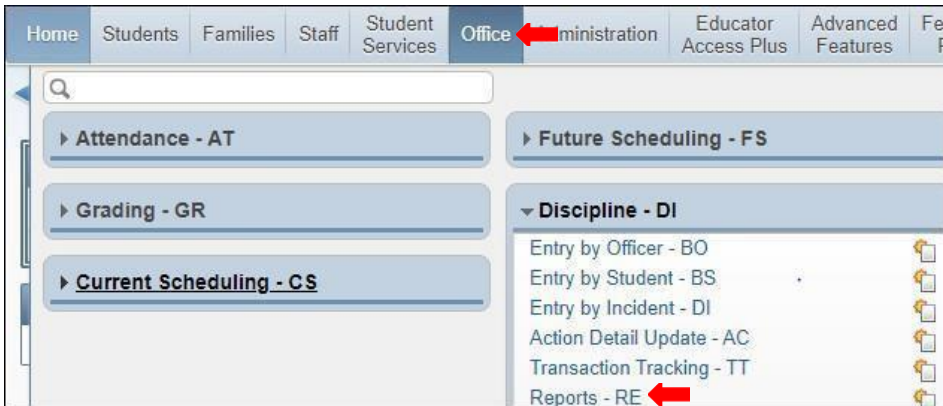
6Q. The report is now ready for review.

Offense/Action Type	Date	Time	Description	Status
Offense 3420/202	06/26/2020	06/04/2021	Discipline Detail - Discipline Detail- DD	Completed
Action	06/26/2020	06/04/2021	Discipline Detail - Discipline Detail- DD	Completed
Follow-Up By	06/26/2020	06/04/2021	Discipline Detail - Discipline Detail- DD	Completed

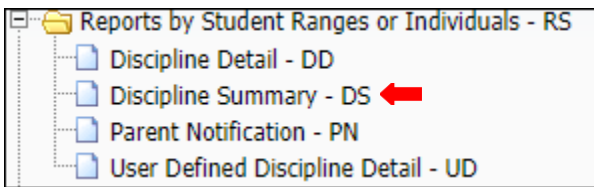
## Discipline Summary - DS

To print *Discipline Summary - DS* report follow the steps listed below.

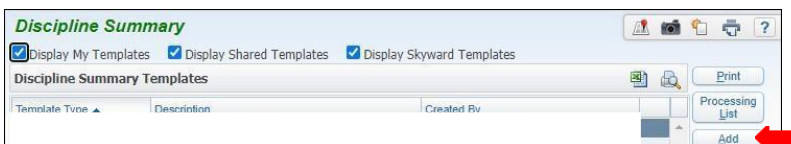
1. Select the *Office* button and under *Discipline - DI* click on *Report - RE*.



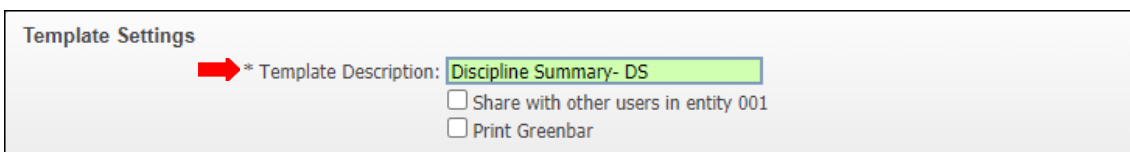
2. Under *Reports by Student Ranges or Individuals - RS* select *Discipline Summary - DS*.



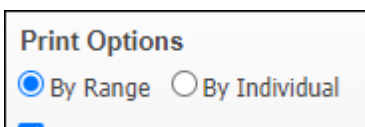
3. To create a report, click the *Add* button.



4. Name *Template Description*.




**Note:** Report may be generated by using **By Range** or **By Individual**. Steps to generate report using each method will be provided on the following pages in the order they are shown below.





**Print By Range**

5A. Under *Print Options* select *By Range*, then click on the *Ranges* button.

**Print Options**  
 By Range    By Individual   **Ranges** 

5B. *Students Range Parameters* will appear. Set ranges to preference.

**Student Range Parameters**


	Low	High
Student Key:	<input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Grade/Grad Yr:	<input type="text" value="09"/> 2024	<input type="text" value="12"/> 2021
School:	<input type="text"/>	<input type="text" value="ZZZZ"/>
Calendar:	<input type="text"/>	<input type="text" value="ZZZZ"/>
Student Type:	<input type="text"/>	<input type="text" value="ZZZ"/>
Entity Category Type:	<input type="text"/>	<input type="text" value="ZZZ"/>
Entity Category Code:	<input type="text"/>	<input type="text" value="ZZZ"/>
Homeroom:	<input type="text"/>	<input type="text" value="ZZZZZ"/>
Advisor Key:	<input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Counselor Key:	<input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Head of Household:	<input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Zip Code:	<input type="text"/>	<input type="text" value="ZZZZZZZ"/>
Carrier:	<input type="text"/>	<input type="text" value="ZZZZZZ"/>
Local Race:	<input type="text"/>	<input type="text" value="ZZZ"/>
Feeder School District:	<input type="text"/>	<input type="text" value="ZZZZZZ"/>
Birth Date:	<input type="text" value="01/01/1900"/> 	<input type="text" value="12/31/2999"/> 


**Note:**


- **Grade/Grad Yr.:** set to Grade level preference


5C. Under *Federal Race/Ethnicity Fields* select *Both* for all unless needed to be changed.


**Federal Race/Ethnicity Fields**


Hispanic/Latino Ethnicity?:  

1-American Indian or Alaskan Native:  




2-Asian:  



3-Black or African American:  



4-Native Hawaiian or Other Pacific Islander:  

5-White:  

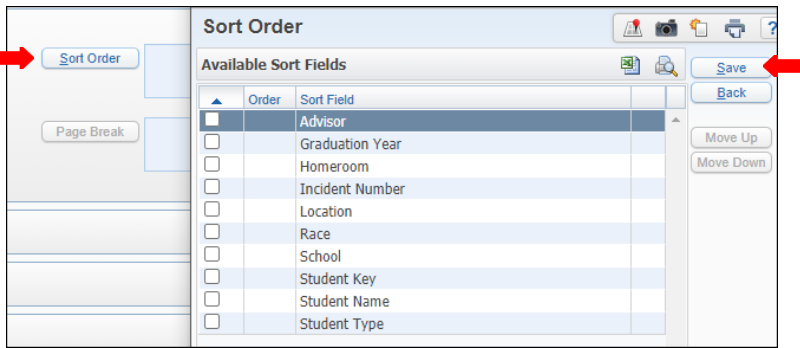
5D. Set every cell to *Both* except for *Status*, select *Active*.

Gender:        Status:   

NY Status:        CY Member:  

Graduated:        Full Time:  

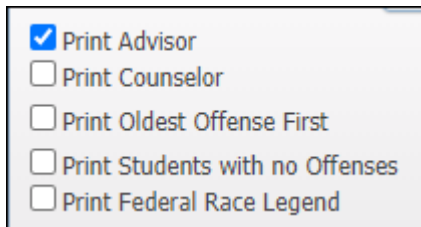
5E. Click on *Sort Order* tab and select sort options to preference and Save.



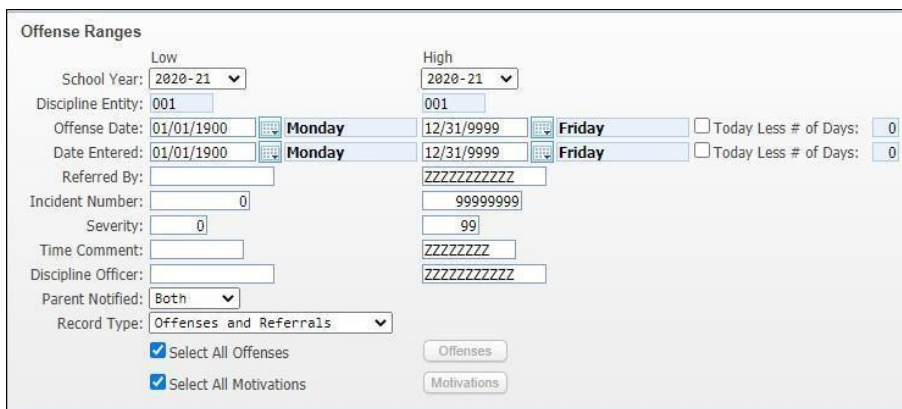
5F. *Page Break* is optional, click on *Page Break* tab, select and Save.



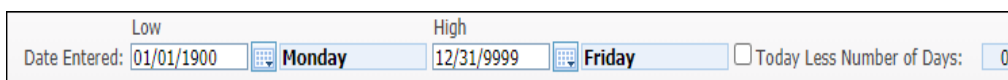
5G. Select the *Print Options* to Preference.



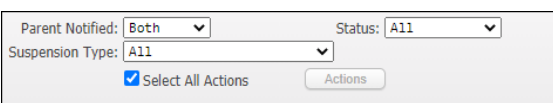
5H. Under *Offense Ranges*, select ranges to preference, ensure dates are current and correct.



5I. Under *Action Ranges* ensure dates are set correctly.



5J. Complete *Action Ranges*.



**NOTE:**

- **Parent Notified:** set to Both
- **Suspension Type:** must be set to All
- **Select Status:** must be set to all
- **Select All Actions:** ensure to select



### 5K. Set Action Detail Ranges to preference.

Note:

Action Detail Ranges

Low: 01/01/1900 Monday High: 12/31/9999 Friday  Today Less Number of Days: 0

Parent Notified: Both Status: All

Include Actions With No Action Details

- **Detail Date:** must be set to as shown below or to preference
- **Parent Notified:** must be set to Both
- **Status:** must be set to All
- Check **Include Actions With No Action Detail**

### 5L. Save and Print.

Add Report Ranges

Template Settings: \* Translate Description: Discipline Summary-DS

Print Options:  By Range  By Individual  Ranges  Student Key

Offense Ranges: School Year: 2020-21 Discipline Entry: 001 Offense Date: 01/01/1900 Monday 12/31/9999 Friday Date Entered: 01/01/1900 Monday 12/31/9999 Friday Referred By: Incident Number: Severity: Time Comment: Discipline Officer: Parent Notified: both Record Type: Offenses and Referrals

Action Ranges: Date Entered: 01/01/1900 Monday 12/31/9999 Friday Parent Notified: both Status: All Suspension Type: All

Action Detail Ranges: Detail Date: 01/01/1900 Monday 12/31/9999 Friday Parent Notified: both Status: All

Include Actions With No Action Details

Identical (\*) denotes a required field

### 5M. View report in My Print Queue.



My Print Queue -

Views: General Filters: Skyward Default Clone

Date	Time	Report Description	Class	Wait List #	Status	View	Delete	Run
07/02/2021	Fri	4:47 PM	Discipline Summary - Discipline Summary-DS		Completed			

### 5N. The report is now ready for review.

STUDENT DISCIPLINE SUMMARY 07/02/21 Page:1 of 19

Student Name	Offense	Ref. By	Ref. Date	Ref. Time	Ref. Status	Ref. Action	Ref. Status	Ref. Date	Ref. Time	Ref. Status	Ref. Action
2021 Bnc: 001	05	04/00/2021	12:59M	0:00		04/21/2021	2:46P	M	-3:00		
						04/22/2021	2:46P	M	-3:00		
						04/23/2021	2:46P	M	-3:00		
						04/28/2021	10:33A	M	-3:00		
						04/29/2021	10:33A	M	-3:00		
						04/30/2021	10:33A	M	-3:00		
						05/01/2021	10:33A	M	-3:00		
						05/02/2021	10:33A	M	-3:00		
						05/03/2021	10:33A	M	-3:00		
						05/04/2021	10:33A	M	-3:00		
						05/05/2021	10:33A	M	-3:00		
						05/06/2021	10:33A	M	-3:00		
						05/07/2021	10:33A	M	-3:00		
						05/08/2021	10:33A	M	-3:00		
						05/09/2021	10:33A	M	-3:00		
						05/10/2021	10:33A	M	-3:00		
						05/11/2021	10:33A	M	-3:00		
						05/12/2021	10:33A	M	-3:00		
						05/13/2021	10:33A	M	-3:00		
						05/14/2021	10:33A	M	-3:00		
						05/15/2021	10:33A	M	-3:00		
						05/16/2021	10:33A	M	-3:00		
						05/17/2021	10:33A	M	-3:00		
						05/18/2021	10:33A	M	-3:00		
						05/19/2021	10:33A	M	-3:00		
						05/20/2021	10:33A	M	-3:00		
						05/21/2021	10:33A	M	-3:00		
						05/22/2021	10:33A	M	-3:00		
						05/23/2021	10:33A	M	-3:00		
						05/24/2021	10:33A	M	-3:00		
						05/25/2021	10:33A	M	-3:00		
						05/26/2021	10:33A	M	-3:00		
						05/27/2021	10:33A	M	-3:00		
						05/28/2021	10:33A	M	-3:00		
						05/29/2021	10:33A	M	-3:00		
						05/30/2021	10:33A	M	-3:00		
						05/31/2021	10:33A	M	-3:00		
						06/01/2021	10:33A	M	-3:00		
						06/02/2021	10:33A	M	-3:00		
						06/03/2021	10:33A	M	-3:00		
						06/04/2021	10:33A	M	-3:00		
						06/05/2021	10:33A	M	-3:00		
						06/06/2021	10:33A	M	-3:00		
						06/07/2021	10:33A	M	-3:00		
						06/08/2021	10:33A	M	-3:00		
						06/09/2021	10:33A	M	-3:00		
						06/10/2021	10:33A	M	-3:00		
						06/11/2021	10:33A	M	-3:00		
						06/12/2021	10:33A	M	-3:00		
						06/13/2021	10:33A	M	-3:00		
						06/14/2021	10:33A	M	-3:00		
						06/15/2021	10:33A	M	-3:00		
						06/16/2021	10:33A	M	-3:00		
						06/17/2021	10:33A	M	-3:00		
						06/18/2021	10:33A	M	-3:00		
						06/19/2021	10:33A	M	-3:00		
						06/20/2021	10:33A	M	-3:00		
						06/21/2021	10:33A	M	-3:00		
						06/22/2021	10:33A	M	-3:00		
						06/23/2021	10:33A	M	-3:00		
						06/24/2021	10:33A	M	-3:00		
						06/25/2021	10:33A	M	-3:00		
						06/26/2021	10:33A	M	-3:00		
						06/27/2021	10:33A	M	-3:00		
						06/28/2021	10:33A	M	-3:00		
						06/29/2021	10:33A	M	-3:00		
						06/30/2021	10:33A	M	-3:00		
						07/01/2021	10:33A	M	-3:00		
						07/02/2021	10:33A	M	-3:00		

6A. Under Print Options select *By Individual*.

Print Options

By Range  By Individual

6B. Select the *Individual* Tab.

Print Options

By Range  By Individual

Individual

6C. Select *Student* by inserting *Alpha* key or *Other ID* then click *Add* button. Selected students may be removed individually or all together. Click *Ok*.

Individual Student Selection

Select a Name

Student:  Add

Selected Names

Remove Remove All

OK Back

6D. Click on *Sort Order* tab and sort to preference and *Save*.

Sort Order

Available Sort Fields

Order	Sort Field
<input checked="" type="checkbox"/>	Advisor
<input type="checkbox"/>	Graduation Year
<input type="checkbox"/>	Homeroom
<input type="checkbox"/>	Incident Number
<input type="checkbox"/>	Location
<input type="checkbox"/>	Race
<input type="checkbox"/>	School
<input type="checkbox"/>	Student Key
<input type="checkbox"/>	Student Name
<input type="checkbox"/>	Student Type

Save Back Move Up Move Down

6E. *Page Break* is optional, click on *Page Break* Tab, select and *Save*.

Page Break

Sort Fields to Page Break On

Sort Field	
<input checked="" type="checkbox"/>	Student Key

Save Back

6F. Select the *Print Options* to preference.

Print Options

Print Advisor

Print Counselor

Print Oldest Offense First

Print Students with no Offenses

Print Federal Race Legend

6G. Under *Offense Ranges*, select ranges to preference, ensure dates are current and correct.

**Offense Ranges**

Low High  
 School Year: 2020-21 2020-21  
 Discipline Entity: 001 001  
 Offense Date: 01/01/1900 Monday 12/31/9999 Friday Today Less # of Days: 0  
 Date Entered: 01/01/1900 Monday 12/31/9999 Friday Today Less # of Days: 0  
 Referred By: ZZZZZZZZZZ  
 Incident Number: 0 99999999  
 Severity: 0 99  
 Time Comment: ZZZZZZZZ  
 Discipline Officer: ZZZZZZZZZZ  
 Parent Notified: Both  
 Record Type: Offenses and Referrals  
 Select All Offenses Offenses  
 Select All Motivations Motivations

6H. Under *Action Ranges* ensure dates are set correctly.

Low High  
 Date Entered: 01/01/1900 Monday 12/31/9999 Friday Today Less Number of Days: 0

6I. Complete *Action Ranges*.

**NOTE:**

Parent Notified: Both Status: All  
 Suspension Type: All  
 Select All Actions Actions

- **Parent Notified:** set to Both
- **Suspension Type:** must be set to All
- **Select Status:** must be set to all
- Click on **Select All Actions** to select

6J. Set *Action Detail Ranges* to preference.

**Note:**

**Action Detail Ranges**

Low High  
 Detail Date: 01/01/1900 Monday 12/31/9999 Friday Today Less Number of Days: 0  
 Parent Notified: Both Status: All  
 Include Actions With No Action Details

- **Detail Date:** must be set to as shown below or to preference
- **Parent Notified:** must be set to Both
- **Status:** must be set to All
- Check **Include Actions With No Action Detail**

6K. *Save and Print*.

**Edit Report Ranges**

Transcript Settings \* Transcribe Description: Discipline Summary: DS  
 Share with other users in entity 001  
 Print Overview

**Print Options**  
 By Range  By Individual    
 Print Address   
 Print Comment   
 Print Release Offense First   
 Print Students with no Offenses   
 Print Federal Race Legend

**Offense Ranges**  
 Low High  
 School Year: 2020-21 2020-21  
 Discipline Entity: 001 001  
 Offense Date: 01/01/1900 Monday 12/31/9999 Friday Today Less # of Days: 0  
 Date Entered: 01/01/1900 Monday 12/31/9999 Friday Today Less # of Days: 0  
 Referred By: ZZZZZZZZZZ  
 Incident Number: 0 99999999  
 Severity: 0 99  
 Time Comment: ZZZZZZZZ  
 Discipline Officer: ZZZZZZZZZZ  
 Parent Notified: Both  
 Record Type: Offenses and Referrals  
 Select All Offenses Offenses  
 Select All Motivations Motivations

**Action Ranges**  
 Low High  
 Date Entered: 01/01/1900 Monday 12/31/9999 Friday Today Less Number of Days: 0  
 Parent Notified: Both Status: All  
 Suspension Type: All  
 Select All Actions Actions

**Action Detail Ranges**  
 Low High  
 Detail Date: 01/01/1900 Monday 12/31/9999 Friday Today Less Number of Days: 0  
 Parent Notified: Both Status: All  
 Include Actions With No Action Details

6L. View report in My Print Queue.

My Print Queue - [Title Bar]  
 Views: General Filters: Skyward Default Clone  
 Date Time Report Description Class Wait List # Status T Delete  
 07/02/2021 Fri 4:47 PM Discipline Summary - Discipline Summary- DS Completed 0 Reun

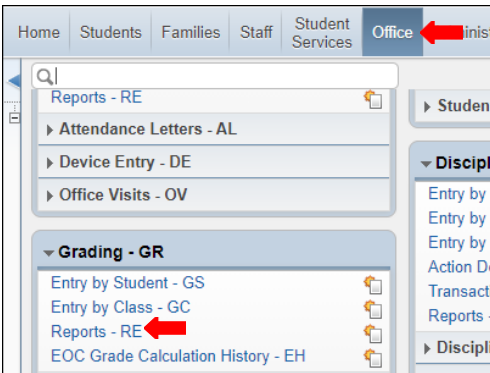
6M. The report is now ready for review.

Student Name	Sch	Gr	Grad	Typ	Advisor	Homerom	Fed Race	Hisp	Offense	FN	Points	Referred By	Loc	Action	FN	Points	DH	Time	Served	S	Su	Inc #
2021 Ent:	05	04/20/2021	12:59P	Y	0.00	On	05	----	5	Y	0.00	Da	3.00	3.00	S	OS	266					
		04/21/2021	2:46P	N														1.00				
		04/22/2021	2:46P	N														1.00				
		04/23/2021	2:46P	N														1.00				
		04/28/2021	10:33A	N		On	07	Y	0.00	Da	60.00	24.00	S	UR	266							
		04/29/2021	10:33A	N														1.00				
		04/30/2021	10:33A	N														1.00				
		05/03/2021	10:33A	N														1.00				
		05/04/2021	10:33A	N														1.00				
		05/05/2021	10:33A	N														1.00				
		05/06/2021	10:33A	N														1.00				
		05/07/2021	10:33A	N														1.00				
		05/10/2021	10:33A	N														1.00				
		05/11/2021	10:33A	N														1.00				
		05/13/2021	10:33A	N														1.00				
		05/14/2021	10:33A	N														1.00				
		05/17/2021	10:33A	N														1.00				
		05/18/2021	10:33A	N														1.00				
		05/19/2021	10:33A	N														1.00				
		05/20/2021	10:33A	N														1.00				
		05/21/2021	10:33A	N														1.00				
		05/24/2021	10:33A	N														1.00				
		05/26/2021	10:33A	N														1.00				
		05/27/2021	10:33A	N														1.00				
		05/28/2021	10:33A	N														1.00				
		06/01/2021	10:33A	N														1.00				
		06/02/2021	10:33A	N														1.00				
		06/03/2021	10:33A	N														1.00				
		04/27/2021	7:01A	N		On	06	Y	0.00	Da	1.00	1.00	S	IS	266							
																		1.00				
	L80	04/14/2021	12:02P	Y	0.00	Not	22	Y	0.00	Hr	.00	.00	S	N	246							
	21	04/13/2021	01:10P	N	0.00	Not	20	Y	0.00	Hr	.00	.00	S	N	243							
	L62	04/13/2021	11:05A	Y	0.00	Not	26	Y	0.00	Da	.50	.50	S	N	240							
																		.50				
	150	02/04/2021	02:30A	Y	0.00	Not	05	Y	0.00	Da	3.00	3.00	S	OS	164							
		02/05/2021	10:22A	N														1.00				
		02/08/2021	10:22A	N														1.00				
		02/09/2021	10:22A	N														1.00				
						Not	19	Y	0.00	Da	30.00	30.00	S	N	164							

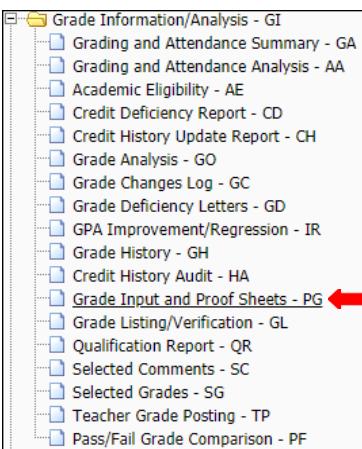
## Grade Input and Proof Sheets - PG

To print *Grade Input and Proof Sheets - PG* reports follow the listed steps below.

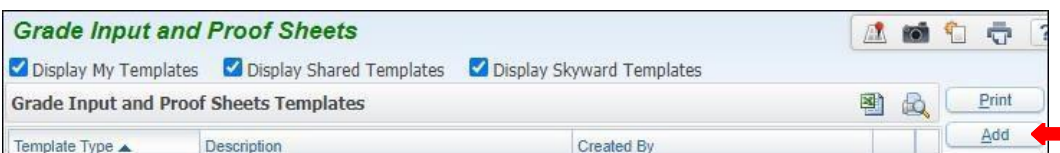
1. Select the *Office* tab and under Grading- click on *Reports - RE* under *Grading - GR*.



2. Under *Grade Informative/Analysis - GI* select *Grade Input and Proof Sheets - PG*.



3. To create a report, click the *Add* button.



4. Set ranges in template to preference.

### Edit Report Ranges

Template Settings

\* Template Description:

Share with other users in entity 102

Print Greenbar

Report Options

Report Type:

Name Order:

Student Class Records:

Student Status:

Class Record Type:

Include All Student Class Lengths Class Lengths

#### Note:

- **Template Description:** Title Template
- **Report Type:** Must select Proof
- **Name Order:** Must select Last, First
- **Student Class Records:** must be set to Enrolled Classes
- **Student Status:** Must be set to Active
- **Class Record Type:** must be set to Current
- Select **Include All Student Class Lengths**

## 5. Continue setting ranges.

**Print Options**

Double Space Names      Page Break:

Print School ID       Page Break by Class

Sort Students by School       Only Print Students in Selected Activities

Grade Bucket Blocker:        Print Student's Activities

---

**Grading Comments**

Print Codes       Print Descriptions

\* Low GP:  TERM       \* High GP:  TERM

---

**Grade Buckets To Display**

Midterm	Term	Semester	Final
<input type="checkbox"/> PR1	<input checked="" type="checkbox"/> 1ST	<input checked="" type="checkbox"/> SM1	<input type="checkbox"/> FNL
<input type="checkbox"/> PR2	<input checked="" type="checkbox"/> 2ND	<input type="checkbox"/> SM2	
<input type="checkbox"/> PR3	<input checked="" type="checkbox"/> 3RD		
<input type="checkbox"/> PR4	<input checked="" type="checkbox"/> 4TH		
<input type="checkbox"/> PR5	<input checked="" type="checkbox"/> 5TH		
<input type="checkbox"/> PR6	<input type="checkbox"/> 6TH		

### Note:

- **Print Options:** select Double Space Names, select None for Page Break, and select Page Break by Class
- **Grading Comments:** set Low/ High GP with the Term (depending on the grading period you want to generate report for)
- **Grade Buckets To Display:** select by Mid Term, Semester, or Final (depending on the grading period you want to generate report for)

## 6. Save and Print.

**Edit Report Ranges**

**Template Settings**

\* Template Description:

Share with other users in entity 102

Print Greenbar

## 5. View report in My Print Queue.

     Favorites  New Window  My Print Queue

**My Print Queue -**

Views:  Filters:

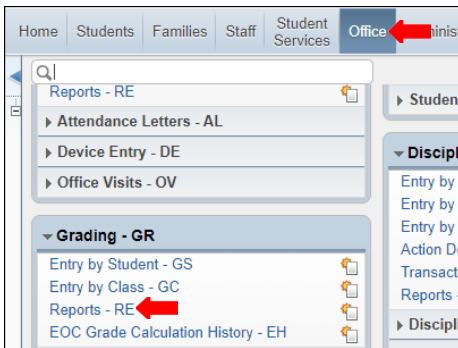
Date	Time	Report Description	Class	Wait List #	Status
06/23/2021 Wed	9:11 AM	Grade Input and Proof Sheets - Grade Input and Proof Sheets			Completed

## 6. The report is now ready for review.

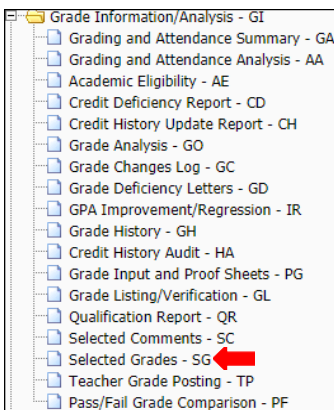
## Selected Grades - SG

To print *Selected Grades - SG* reports follow the steps listed below.

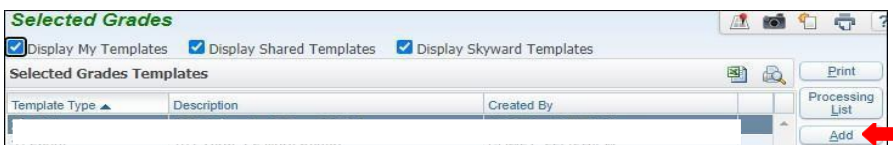
1. Select the *Office* tab and under *Grading - GR* select on *Reports - RE*



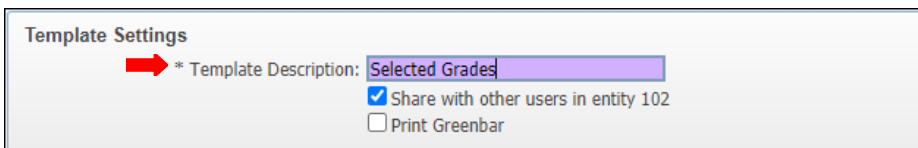
2. Under *Grade Informative/Analysis - GI* select *Selected Grades -SG*



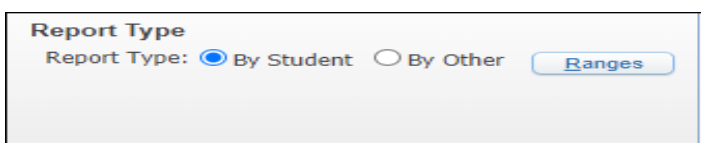
3. To create a report, click the *Add* button.



4. Title *Template Description*.



**Note:** Report may be generated by using **By Student** or **By Other**. Steps to generate report using each method will be provided on the following pages in the order they are shown below.



5A. Under Report Type select By Student, then click the Ranges button.

Report Type  
 Report Type:  By Student  By Other Ranges

5B. Set ranges to preference and Save.

Student Ranges  
 Student ranges are based upon the current entity's school year, not the report's school year.  
 By Individual Grades  By Grade Range  By Grad Year Range  By Grad Req Base Year ?  
 Low High  
 Student Key: [ ] [ZZZZZZZZZZ]  
 Grade/Grad Yr: [9999] [0000]  
 Advisor: [ ] [ZZZZZZZZZZ]  
 Counselor: [ ] [ZZZZZZZZZZ]  
 Feeder School: [ ] [ZZZZZZZZZZ]  
 Zip Code: [ ] [ZZZZZZZZZZ]  
 Student Status:  Active  Inactive  Both  
 Next Year Status:  Active  Inactive  Both  
 Resident:  Yes  No  Both  
 Current Year Member:  Yes  No  Both  
 Graduated:  Yes  No  Both  
 Gender:  Male  Female  Both  
 All Student Types  Filter By Processing Lists  
 All Races  Filter By Methods of Instruction  
 All Schools  
 All Homerooms  
 All Calendars  
 All Categories  
 All Default Entities  
Save Back

Note:

- **Select By Grade Range:** select to preference
- **Student Status:** must be set to active
- **Next Year Status, Resident, Current Year Member, Graduated, and Gender:** must all be selected to Both
- Select all boxes, **All Student Types, All Races, All Schools, All Homerooms, All Calendars, All Categories, All Default Entities,**

5C. Set Activities to preference.

Activities  
 Include All Activities Activities  
 Print Activities  
 Sort/Group by Activities ?

5D. Set ranges for Report Options, Course Ranges, and Grade Buckets to Check. Save and Print,

Edit Report Ranges  
 Template Settings: Selected Grades: 5d  
 Report Type:  By Student  By Other Ranges  
 Report Options: School Year: 2020-21 Page Break: None  
 Student ID to Print: Octen: ID Grade Bucket Blocker: \*\*\*  
 Only Print Selected Grade Marks  
 Course Ranges: Student Class Status: Enrolled  Include All Student Class Lengths  
 Class Record Type: Current Year  
 Grade Marks Selection: [Table with columns: Include, Grade Mark, Grad Year, Display Order, Unselected All Grades]  
 Grade Buckets to Check: [Table with columns: Midterm, Term, Semester, Final, checkboxes for PR1-FRL, PR2-FRL, PR3-FRL, PR4-FRL, PR5-FRL]  
Save and Print Sign By Back



5E. View report in My Print Queue.

5F. Report is now ready for review.

NAME	S	RCN	ROSN	GRAD	YS	COURSE	TEACHER	ROOM	EN1	EN2	EN3
J DE ACOSTA RODRIGUEZ C 9402	M	0	521	2029	04	4-MATH	INDOVAL M.		65		
J DE AGUILAR C 2242	M	0	405	2032	01	1-LANGUAGE ARTS	JALDIVAR E.		31	15	23
						1-MATH	JALDIVAR E.		28	16	22
						1-SCIENCE	JALDIVAR E.		41	37	39
						1-SOC STUDIES	JALDIVAR E.		42	30	36
F MBERLY AGUILAR C 7216	F	0	428	2030	03	3-LANGUAGE ARTS	GARCIA V.		66		
N REYA AGUIRRE C 5158	F	0	513	2028	05	5-LANGUAGE ARTS	JAMARRIFA K.		67		
						5-MATH	JAMARRIFA K.		68		
						5-SOC STUDIES	JAMARRIFA K.		68		
N TALLE AGUIRRE C 0491	F	0	422	2031	02	2-MATH	JOYES B.		42	35	59
						2-SCIENCE	JOYES B.		49	54	52
V TORMIA AGUIRRE C 7132	F	0	505	2028	05	5-MATH	GUIRRE T.		68		
A ISSA ALARCON C 2158	F	0	403	2032	01	1-LANGUAGE ARTS	GARCIA L.		57		
I ABELLA ALONSO C 1134	F	0	512	2029	04	4-LANGUAGE ARTS	JUAN C.		27	50	
						4-MATH	JUAN C.		43	31	47
						4-SCIENCE	JUAN C.		41	56	
						4-SOC STUDIES	JUAN C.		25	49	
N EMEL ALONSO C 3843	M	0	413	2031	02	2-LANGUAGE ARTS	INYER K.		36	58	
						2-MATH	INYER K.		34	42	
						2-SCIENCE	INYER K.		36	59	
						2-SOC STUDIES	INYER K.		37	59	
V ISEN ALVARADO PENA C 2391	M	0	430	2030	03	3-LANGUAGE ARTS	EDWARD S.		69		
						3-MATH	EDWARD S.		69	67	68
A HSEY ARAIZ C 9039	F	0	523	2029	04	4-MATH	KENEE I.		69		
						4-SCIENCE	KENEE I.		43		
						4-SOC STUDIES	KENEE I.		66		
N A ARAIZ C 2230	F	0	411	2031	02	2-SCIENCE	OMINGEE K.		65		
N OO AVILA C 6000	M	0	401	2032	01	1-LANGUAGE ARTS	ANTILLAN S.		44	68	
						1-MATH	ANTILLAN S.		60		

6A. Under Report Type select By Other, then click the Ranges button.

6B. Set ranges to preference and click Ok.

6C. Set Activities to preference.

**Activities**

Include All Activities Activities

Print Activities

Sort/Group by Activities ?

6D. Set ranges for Report Options, Course Ranges, and Grade Buckets to Check. Save and Print.

**Edit Report Ranges**

Template Settings: \* Template Description: Selected Grades: 55  
 Share with other users in entity 102  
 Print Greenbar Save Save and Print Print By Save

Report Type: Report Type:  By Student  By Other Report Activities

Activities:  Include All Activities  
 Print Activities  
 Sort/Group by Activities ?

Report Options: School Year: 2020-21 Page Break: None  
 Student ID to Print: Other: 35 Grade Bucket Blocker: \*\*\*\*  
 Only Print Selected Grade Marks

Course Ranges: Student Class Status: Enrolled  Include All Student Class Lengths Class Lengths  
 Class Record Type: Current Year

Grade Marks Selection

Include	Grade Mark	Grade Year	Display Order	Select All Grades
<input checked="" type="checkbox"/>	56	9999	36	<input type="checkbox"/>
<input checked="" type="checkbox"/>	57	9999	37	<input type="checkbox"/>
<input checked="" type="checkbox"/>	58	9999	38	<input type="checkbox"/>
<input checked="" type="checkbox"/>	59	9999	39	<input type="checkbox"/>
<input checked="" type="checkbox"/>	60	9999	40	<input type="checkbox"/>
<input checked="" type="checkbox"/>	61	9999	41	<input type="checkbox"/>
<input checked="" type="checkbox"/>	62	9999	42	<input type="checkbox"/>
<input checked="" type="checkbox"/>	63	9999	43	<input type="checkbox"/>
<input checked="" type="checkbox"/>	64	9999	44	<input type="checkbox"/>
<input checked="" type="checkbox"/>	65	9999	45	<input type="checkbox"/>
<input checked="" type="checkbox"/>	66	9999	46	<input type="checkbox"/>
<input checked="" type="checkbox"/>	67	9999	47	<input type="checkbox"/>
<input checked="" type="checkbox"/>	68	9999	48	<input type="checkbox"/>
<input checked="" type="checkbox"/>	69	9999	49	<input type="checkbox"/>
<input checked="" type="checkbox"/>	70	9999	50	<input type="checkbox"/>

114 records displayed

Grade Buckets To Check ?

Midterm Term Semester Final  
 PR1  1ST  SM1  FRL  
 PR2  2ND  SM2  
 PR3  3RD  
 PR4  4TH  
 PR5  5TH  
 PR6  6TH

Alerts (\*) denotes a required field

6E. View report in My Print Queue.



My Print Queue -

Date	Time	Report Description	Class	Wait List #	Status	Time Processing	Format	Current Key	Result
06/23/2021 Wed	3:48 PM	Selected Grades - Selected Grades: 55			Completed	00:08:02	PDF		N PDF file was created (6)

6F. Report is now ready for review.

1aogr476.p.26-4  
05.21.02.00.00

ELEMENTARY  
2021 - Selected Grade Report by Other

06/23/21 Page:1  
3:50 PM

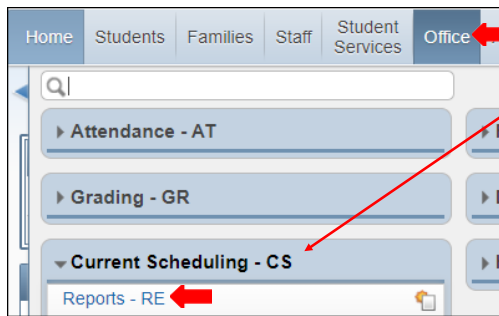
Cor/sect	Dept	Teacher	Bldg	Room	Student	G	Blde	Term	SM1	SM2	FRL
1-ELA/02	1-LANGUAGE ARTS	MARLENE LAYTON							67		
									66		
									56	53	55
									55		
									67		
									67	68	68
									53	66	
									64	58	61
									60	61	61
									53	61	57
1-ELA/02	1-LANGUAGE ARTS	MARLENE LAYTON							35	15	23
									64	43	54
									37	27	32
									62		
									36	54	
									66	53	60
									66		
									66	54	60
									64	45	55
									63		
									55	64	

081343

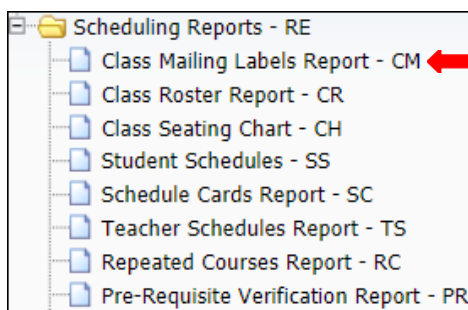
## Class Mailing Labels Report - CM

To print *Class Mailing Labels Reports - CM* follow the steps listed below.

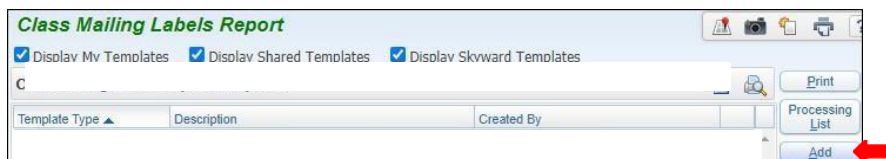
1. Select the *Office* tab and under *Current Scheduling - CS* select *Reports - RE*



2. Under *Scheduling Reports - RE* select *Class Mailing Labels Report - CM*



3. To create a report, click the *Add* button.



4. Title *Template Description*.

**Template Settings**

→ \* Template Description:

Share with other users in entity 102

Print Greenbar

**Note:** Report may be generated by using **By Range** or **By Class**. Steps to generate report using each method will be provided on the following pages in the order they are shown below.

**Class Selection**

By Range  By Class

## Print By Range

**5A.** Under *Class Selection* select *By Range* then click on the *Range* button.

Class Selection

By Range  By Class Range

**5B.** Set ranges to preference and Save.

Add Class by Range

Class Ranges

Low	High
Course/Class: <input type="text" value="ZZZZZZZZ"/>	<input type="text" value="ZZZZ"/>
Teacher: <input type="text" value="ZZZZZZZZZZZZ"/>	
Class Building: <input type="text" value="ZZZZZ"/>	
Course Grade: <input type="text" value="00"/>	<input type="text" value="99"/>
Course Length: <input type="text" value="ZZZ"/>	
Subject: <input type="text" value="ZZZ"/>	
Department: <input type="text" value="ZZZ"/>	
Course Type: <input type="text" value="ZZZ"/>	
Class Period: <input type="text" value="00"/>	<input type="text" value="00"/>

Sort Save Back

### Note:

- **Course Grade:** must be set to 00-99
- **Class Period:** must be set to 00-00

**5C.** To Sort click on the *Sort* button and set ranges to preference and Save.

Sort Order

Available Sort Fields

Order	Sort Field
<input checked="" type="checkbox"/>	Class Building
<input type="checkbox"/>	Class Key
<input type="checkbox"/>	Class Period
<input type="checkbox"/>	Class Record
<input type="checkbox"/>	Course Grade
<input type="checkbox"/>	Course Type
<input type="checkbox"/>	Department
<input type="checkbox"/>	Subject
<input type="checkbox"/>	Teacher

Save Back Move Up Move Down

**5D.** Set remaining ranges to preference, *Save and Print*.

Edit Class Mailing Labels Report Template

Template Settings

\* Template Description:

Share with other users in entity 102  
 Print Greenbar

Class Selection

By Range  By Class Range

Print Options

Students And Other Selections For School Year:

Terms To Print:

Low	High
Student Race: <input type="text" value="ZZZ"/>	<input type="text" value="ZZZ"/>
* Grade/Grad Yr: <input type="text" value="02"/> <input type="text" value="2031"/>	<input type="text" value="05"/> <input type="text" value="2028"/>
Student Type: <input type="text" value="ZZZ"/>	<input type="text" value="ZZZ"/>

Student Current Year Status:

Student Class Record Types:

Print Students With Adjusted Classes Only

Family to Print:

Cross-Entity Enrollment Classes:

Cross-Entity Enrollment Classes to Print:

Label Printing Options

Save Save and Print Label Setup Back

### Note:

- **Students And Other Selections For School Year:** must ensure the school year is accurate
- **Terms To Print:** Must select the term All-All Year Schedule Terms- 01-06
- **Grade/Grad Yr.:** must ensure the grades are accurate
- **Student Current Year Status:** must be set to Active Only
- **Student Class Record Type:** must be set to Enrolled Only
- **Family to Print:** must be set to First Only
- **Cross- Entity Enrollment Classes:** must be set to Include
- **Cross- Entity Enrollment Classes to Print:** "Home" and "Away"

5E. Under **Printing Options** set ranges following the steps listed below.

**Label Printing Options**

**Name Order**

First M Last    Last First M

Print Carrier Route  
Route Literal:

Print First Guardian Name

Print First and Second Guardian Names

Print "Parent or Guardian Of"

Print Student Name

Print Family Title

**Label Line 1**

Guardian Name    Student Name

**Note:**

- **Name Order:** set to First M Last
- **Label Line 1:** set to Student Name
- **Must select:** Print "Parent or Guardian of", and Print Student Name

5F. Save and Print.

**Edit Class Mailing Labels Report Template**

**Template Settings**

\* Template Description:

Share with other users in entity 102

Print Greenbar

Save

Save and Print

Label Setup

Back

5G. View report in My PrintQueue.

Favorites
 New Window
 My Print Queue

**My Print Queue**

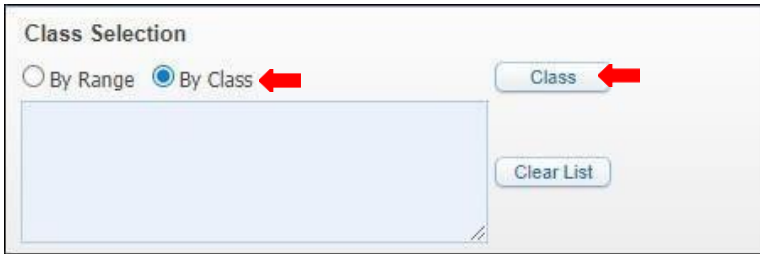
Views: General   Filters: Skyward Default Clone

Date	Time	Report Description	Class	Wait List #	Status	TI	View	Delete	Rerun
9/6/24/2021 Thu	10:06 AM	Class Mailing Labels Report - Class Mailing Labels Report			Completed	0			

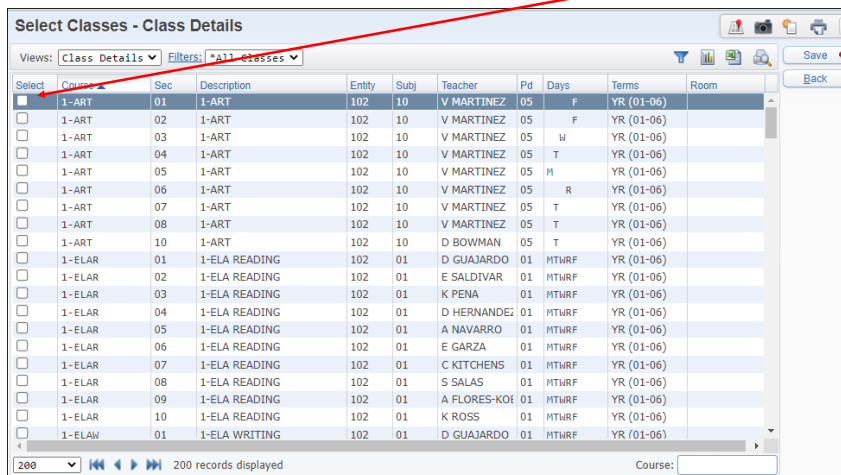
5H. Report is now ready for review.

### Print by Class

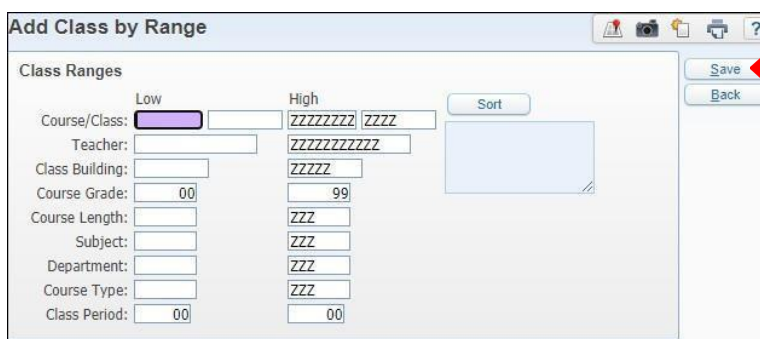
**6A.** Under *Class Selection* select *By Class*, then click on the *Class* button. Classes may be selected to your preference.



**6B.** Under *Select Classes - Class Details*, select class/ classes then save.



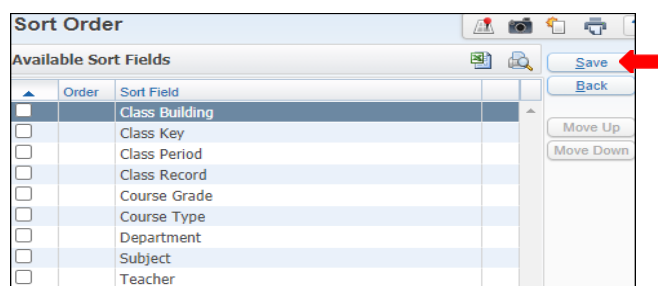
**6C.** Set ranges to preference and Save.



**Note:**

- **Course Grade:** must be set to 00-99
- **Class Period:** must be set to 00-00

**6D.** To *Sort* click on the *Sort* button and set ranges to preference and Save.



6E. Set remaining ranges to preference, *Save and Print*.

**Note:**

- **Students And Other Selections For School Year:** must ensure the school year is accurate
- **Terms To Print:** Must select the term All-All YearSchedule Terms- 01-06
- **Grade/Grad Yr.:** must ensure the grades are accurate
- **Student Current Year Status:** must be set to Active Only
- **Student Class Record Type:** must be set to Enrolled Only
- **Family to Print:** must be set to First Only
- **Cross- Entity Enrollment Classes:** must be set to Include
- **Cross- Entity Enrollment Classes to Print:** "Home" and "Away"

6F. Under **Printing Options** set ranges following the steps listed below.

**Note:**

- **Name Order:** set to First M Last
- **Label Line 1:** set to Student Name
- **Must select:** Print "Parent or Guardian of", and Print Student Name

6G. *Save and Print*.

6H. View report in *My Print Queue*.

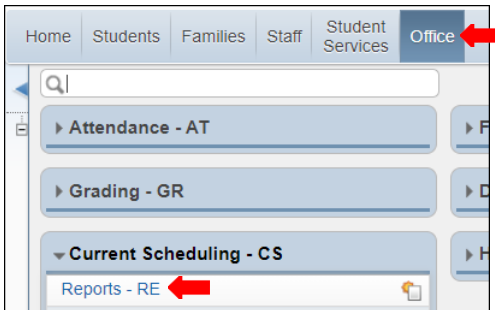
Date	Time	Report Description	Class	Wait List #	Status	View	Delete	Run
06/24/2021	Thu 2:14 PM	Class Mailing Labels Report - Class Mailing Labels Report			Completed			

6I. Report is now ready for review.

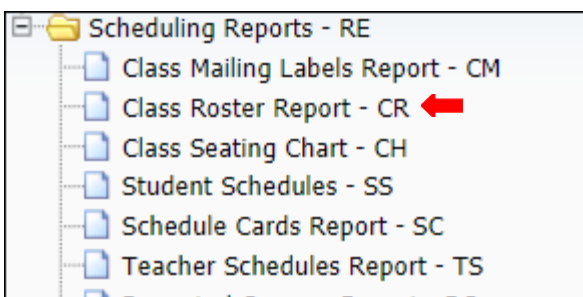
## Class Roster Report - CR

To print *Class Roster Reports - CR* follow the steps listed below.

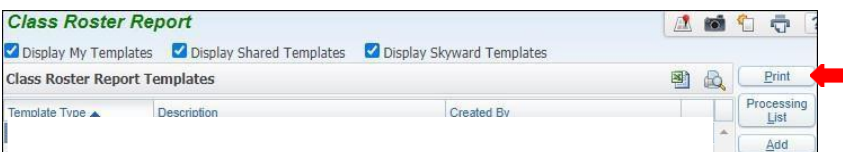
1. Select the *Office* tab and under *Current Scheduling - CS*, click on *Reports - RE*



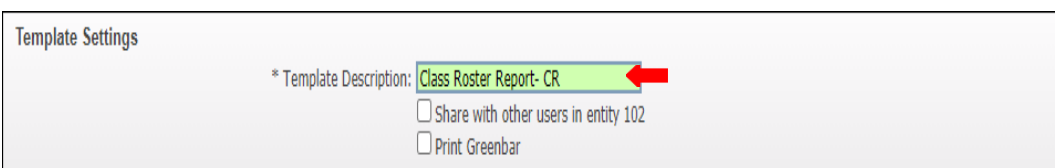
2. Under *Scheduling Reports - RE* select *Class Roster Report - CR*



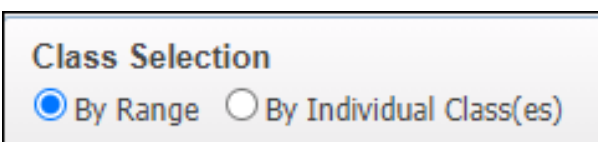
3. To create a report, click the *Add* button.



4. Title *Template Description*.



**Note:** Report may be generated by using **By Range** or **By Individual Class(es)**. Steps to generate report using each method will be provided on the following pages in the order they are shown below.





## Print By Range

**5A.** Under *Print Options* select *By Range*. Ensure you are selecting current *School Year*, select desired *Terms To Print*, and choose *Class Sort* if required.

**5B.** Under *Class Ranges* select ranges to preference.

**Note:**

- **Class Period:** set to 00-00 when generating for elementary, if generating for secondary class period may be changed
- Ensure **All Day Patterns** is selected
- **Cross-Entity Enrollment Classes:** set to "Include"
- **Cross-Entity Enrollment Classes to Print:** set to "Home" and "Away"

**5C.** Under *Items to Print* set ranges to preference.

**Note:**

- **Detail Line 1:** select Include Middle Name
- **ID Number:** select Other ID
- **Date to Use For Method of Instruction:** select Today's Day, unless you have a specific day to generate for

The rest of the ranges may be set as shown in the image.

**5D.** Under *Formatting* set ranges to preference.

**Note:**

- **Teacher Name:** set to Full Name
- **Teachers to Print:** Primary
- **Student Name Print Order:** Last First Middle
- **Student Count Display Method:** Print One Class Total
- **Number of Report Columns:** select 1 Column
- **Printing Orientation:** set to Portrait

**5E.** Select *Student* ranges to preference, click on *Stu Sort* button, select choice of field and *Save*.

**Note:**

- **Student Current Year Status:** must be set to Active only
- **Student Class Record Types:** must be set to Enrolled Only

**5F.** *Save and Print.*

## Print By Individual Class(es)

**6A.** Under Print Options select *By Individual Class(es)*. Ensure you are selecting the desired *School Year*, select desired *Terms To Print*, and choose *Class Sort* if required.

**6B.** Under *Individual Class*, click on the *Classes* button, choose the classes desired and *Save*.

**6C.** Under *Items to Print* set ranges to preference.

**Note:**

- **Detail Line 1:** select Include Middle Name
- **ID Number:** select Other ID
- **Date to Use For Method of Instruction:** select Today's Date, unless you have a specific day to generate for

The rest of the ranges may be set as shown in the image.

**6D.** Under *Formatting* set ranges to preference.

**Note:**

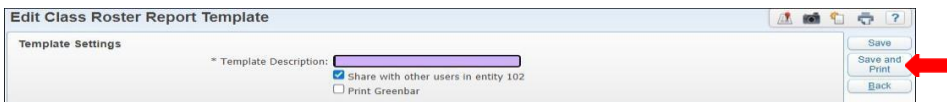
- **Teacher Name:** set to Full Name
- **Teachers to Print:** Primary
- **Student Name Print Order:** Last First Middle
- **Student Count Display Method:** Print One Class Total
- **Number of Report Columns:** select 1 Column
- **Printing Orientation:** set to Portrait

**6E.** Select *Student Ranges* to preference, click on *Stu Sort* button, select choice of field and *Save*.

**Note:**

- **Student Current Year Status:** must be set to Active only
- **Student Class Record Types:** must be set to EnrolledOnly

6F. Save and Print.



6G. View report in My Print Queue.



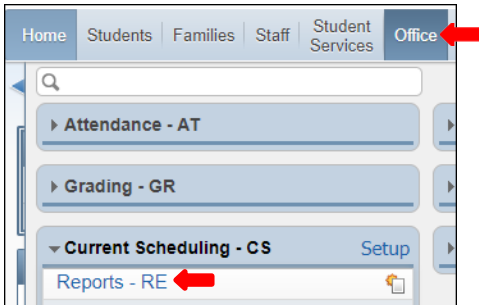
6H. Report is now ready for review.

1s0sch42.p 06-4		ELEMENTARY		06/25/	
05.21.02.00.10		Class Roster 2021			
CLASS	:1-HMR/01 1-HOMEROOM	TEACHER	BLD	ROOM	TERMS PD DAYS
FOR TCHR:					1-6 0 MTWRF
COR TYPE:					
SUBJECT	:ELE HMR				
LENGTH	:YEAR				
TERM	:YEAR				
STUDENT NAME	GD	G	TM	BIRTH DATE	OTHER ID
	01	M		04/15/2014	
	01	M		04/04/2014	
	01	F		01/20/2014	
	01	M		10/16/2013	
	01	M		01/30/2014	
	01	F		07/15/2014	
	01	M		10/15/2013	
	01	M		12/02/2013	
	01	F		07/29/2014	
	01	F		08/26/2013	
	01	F		09/06/2013	
	01	M		01/16/2014	
	01	F		04/03/2014	
	01	M		09/15/2012	
	01	F		05/10/2013	
	01	M		10/23/2013	
	01	M		03/28/2014	
	01	M		07/29/2014	
18 STUDENTS (11=M 7=F)					

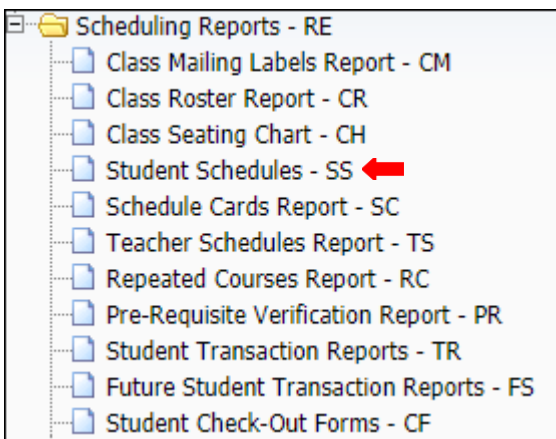
## Student Schedules - SS

To print *Student Schedules - SS* report follow the steps listed below.

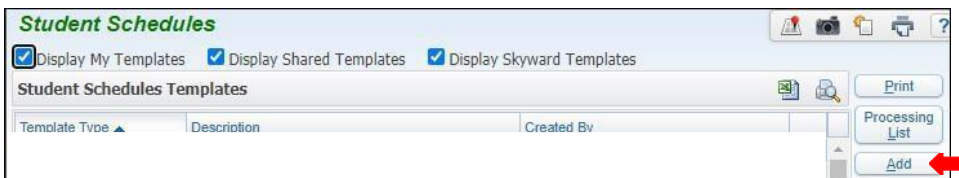
1. Select the *Office* button and under *Current Scheduling - CS* click on *Student Schedules-SS*.



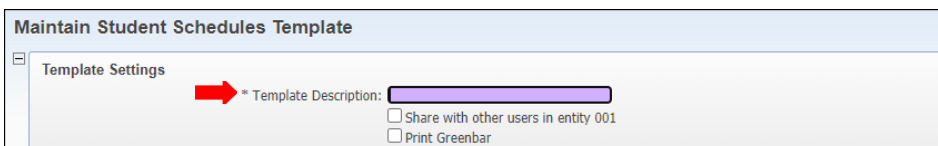
2. Under Scheduling Report - RE select *Student Schedules - SS*.



3. To create a report, click the *Add* button.



4. Name Template Description.



5. Select School Year to accurate.

**Schedule Printing Options**

School Year:  ▼

**NOTE:** Report may be generated by using Range or Individual. Steps to generate report using each method will be provided on the following pages in the order they are shown below.

**Select Students By**

Range  Individual

6A. Under Select Students By select Range, then click on the Range button.

**Select Students By**

Range  Individual

6B. The Add Students by Range will appear. Set ranges to preference and Save.

**Add Students by Range**

Student Ranges

Low High

Student Key:

Grade/Grad Yr:

School:

Calendar:

Student Type:

Category Type:

Category Code:

Homeroom:

Advisor Key:

Head of Household:

Zip Code:

Carrier:

Race:

Feeder Schl District:

Counselor Key:

Gender:

Status:

NY Status:

Current Year Member:

Graduated:

Full Time:

Note: Select a Grade/Grad Yr. to preference. Status must be set to Active.

6C. Sort Order Options are available, select on the Sort button, and Save.

**Sort Order**

Available Sort Fields

Sort Or	Sort Field
<input checked="" type="checkbox"/>	01 Student Name
<input type="checkbox"/>	Advisor
<input type="checkbox"/>	Calendar
<input type="checkbox"/>	Carrier
<input type="checkbox"/>	Class Period
<input type="checkbox"/>	Counselor
<input type="checkbox"/>	Feeder School
<input type="checkbox"/>	Gender
<input type="checkbox"/>	Graduation Year
<input type="checkbox"/>	Head of Household
<input type="checkbox"/>	Homeroom
<input type="checkbox"/>	Race
<input type="checkbox"/>	School
<input type="checkbox"/>	Sections of a Course
<input type="checkbox"/>	Student Type
<input type="checkbox"/>	Zip Code

16 records displayed

Class Period Sort Criteria

Period:

Date:

Sort By:  Course Alphakey  Teacher Name

Course Sort Criteria

Course:  FOOTBALL 3

**Note:** Available Sort Fields, may be chosen to preference.

By choosing a period and a date, the student records will be sorted by class. Whatever class a student is enrolled in for the period and date selected will be the sort order; the period and date only apply to current year information.

**6D.** Under *Printing Options*, *Print Format* will be set to *Regular* with number 1 Top and Left Margins.

**Print Format ?**

Regular      Top Margin:       Left Margin:

Window Envelopes      Address To:

Sort Options to Page Break On:

**6E.** *Print Schedules for Term* may be set for all Year, set Type to Regular, Class Status may be set to Active and Inactive or both, Schedules/page set to One and select Name Order.

Print Schedules for Term:       Schedule Terms=

Print Schedule For Specific Date Using Schedule Transaction File

Print Future Transactions on Schedule

Type:       Schedules/Page:       Name Order:

Class Status:

**6F.** Under *Student Printing Options*, select ranges like shown below or to preference.

**Student Printing Options**

Print ID Number:        Only Schedules with Changes on TranFile

Family:       Start:

Teacher Name:       End:

Print Unassigned Courses ?

Print Blank Schedules

Print Only Blank Schedules

Print Only Auto-Scheduled Conflicts

Print School Name

Change Homeroom Literal

New Homeroom Literal:

Print Default Entry

Print Scheduling Period Times ?

Print Building Description Instead of Code ?

**Single Schedule/Page Options**

Print Parent Information

Print Address       Mailing Address ?

Print Phone Number

Print Confidential Phone Number

Print Medical Information

Print Emergency Information

Print Advisor

Print Counselor

Print Locker Number

Print Locker Combination

Print Locker Area Code

Print Lunch Key Pad Number

Print Student Access Login

Print Student Access Password ?

Print Student Library Card ID

Print Students with   Scheduled Course(s)

Print Comment

Line 1:

Line 2:

Line 3:

**6G.** *Save and Print.*

**Maintain Student Schedules Template**

Template Settings

\* Template Description:      

Share with other users in entity 001

Print Greenbar

Schedule Printing Options

School Year:

Select Students By:  Range       Individual     

Regular      Top Margin:       Left Margin:

Window Envelopes      Address To:

Sort Options to Page Break On:

Print Schedules for Term:       Schedule Terms=

Print Schedule For Specific Date Using Schedule Transaction File

Print Future Transactions on Schedule

Type:       Schedules/Page:       Name Order:

Class Status:

**Student Printing Options**

Print ID Number:        Only Schedules with Changes on TranFile

Family:       Start:

Teacher Name:       End:

Print Unassigned Courses ?

Print Blank Schedules

Print Only Blank Schedules

Print Only Auto-Scheduled Conflicts

Print School Name

Change Homeroom Literal

New Homeroom Literal:

Print Default Entry

Print Scheduling Period Times ?

Print Building Description Instead of Code ?

**Single Schedule/Page Options**

Print Parent Information

Print Address       Mailing Address ?

Print Phone Number

Print Confidential Phone Number

Print Medical Information

Print Emergency Information

Print Advisor

Print Counselor

Print Locker Number

Print Locker Combination

Print Locker Area Code

Print Lunch Key Pad Number

Print Student Access Login

Print Student Access Password ?

Print Student Library Card ID

Print Students with   Scheduled Course(s)

Print Comment

Line 1:

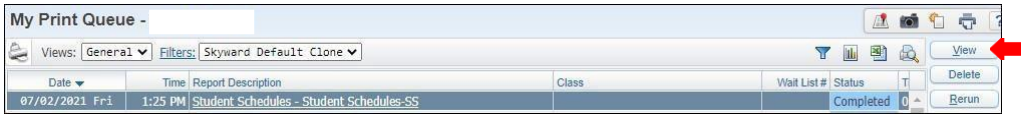
Line 2:

Line 3:

Atarisk (\*) denotes a required field



## 6H. View report in My Print Queue.



## 6I. The report is now ready for review.

DEL RIO HIGH SCHOOL										
20-21 ABREGGEN000 ABREGO, GENEVIEVE E.		Grade	11	001	Homeroom	1305	07/02/2021 13:26			
		Birth	11/04/2003							
		Gender	Female							
				Other	067827					
-----										
SEMESTER 1										
8:15AM- 9:45AM	1		YR	001	254P	4415	/01	BIOLOGY AP	L PINA	.500
9:50AM-11:30AM	2		SM1	001	127	2524	/05	PSYCH AP	J WARDLAW	.500
11:35AM- 2:00PM	3A		SM1	001	OGYM	1092	/03	BELLES 3 (FE)	K LOPEZ RO	.500
2:05PM- 3:35PM	4		YR	001	1109	8652	/01	HLTHSCI	L GUERRERO	.500
8:15AM- 9:45AM	5		YR	001	422	1415	/01	ENG LANG AP	K ROSAS	.500
9:50AM-11:30AM	6		YR	001	A809	3850	/01	ICAT INSTUMTH 1	G RODRIGUE	.500
1:15PM- 2:00PM	7C		YR	001	118	2423	/01	US HIST AP	B MERCER	.500
2:05PM- 3:35PM	8		YR	001	1104	8657	/06	ANATPHYS	A RODRIGUE	.500
									Credits SEMESTER 1	4.000
-----										
SEMESTER 2										
8:15AM- 9:45AM	1		YR	001	254P	4415	/01	BIOLOGY AP	L PINA	.500
9:50AM-11:30AM	2		DC2	001	1305	8610-6/02		PROFCOMM (D)	L HERNANDE	.500
11:35AM- 2:00PM	3A		SM2	001	OGYM	5616	/03	BELLES DANCE 3 (FA)	L PINA	.500
11:35AM- 2:00PM	3A		SM2	001	OGYM	5616	/03	BELLES DANCE 3 (FA)	K LOPEZ RO	.500
2:05PM- 3:35PM	4		YR	001	1109	8652	/01	HLTHSCI	L GUERRERO	.500
8:15AM- 9:45AM	5		YR	001	422	1415	/01	ENG LANG AP	K ROSAS	.500
9:50AM-11:30AM	6		YR	001	A809	3850	/01	ICAT INSTUMTH 1	G RODRIGUE	.500
1:15PM- 2:00PM	7C		YR	001	118	2423	/01	US HIST AP	B MERCER	.500
2:05PM- 3:35PM	8		YR	001	1104	8657	/06	ANATPHYS	A RODRIGUE	.500
									Credits SEMESTER 2	4.000
									Total Credits	8.000

## 7A. Under Select Students By select Individual, then click on the Individual button.

**Select Students By**

Range
  Individual

## 7B. Individual Student Selection will appear. Select a Name by entering Alpha Key or Other ID, then click Add button. Several students may be selected and removed. Click Ok.

**Individual Student Selection**

Select a Name

Student:

Selected Names

ABREGGEN000 [ABREGO, GENEVIEVE ELAINE]

**7C.** Under *Printing Options*, *Print Format* will be set to Regular with number 1 Top and Left Margins.

**Print Format ?**

Regular      Top Margin:       Left Margin:

Window Envelopes      Address To:

Sort Options to Page Break On:

**7D.** *Print Schedules for Term* may be set for all Year, set Type to Regular, Class Status may be set to Active or Inactive or both, Schedules/page set to One and select Name Order.

Print Schedules for Term:       Schedule Terms:

Print Schedule For Specific Date Using Schedule Transaction File:

Print Future Transactions on Schedule

Type:       Schedules/Page:       Name Order:

Class Status:

**7E.** Under *Student Printing Options*, select ranges like shown below or to preference.

**Student Printing Options**

Print ID Number:        Only Schedules with Changes on TranFile

Family:       Start:

Teacher Name:       End:

Print Unassigned Courses ?

Print Blank Schedules

Print Only Blank Schedules

Print Only Auto-Scheduled Conflicts

Print School Name

Change Homeroom Literal

New Homeroom Literal:

Print Default Entity

Print Scheduling Period Times ?

Print Building Description Instead of Code ?

**Single Schedule/Page Options**

Print Parent Information

Print Address       Mailing Address ?

Print Phone Number

Print Confidential Phone Number

Print Medical Information

Print Emergency Information

Print Advisor

Print Counselor

Print Locker Number

Print Locker Combination

Print Locker Area Code

Print Lunch Key Pad Number

Print Student Access Login

Print Student Access Password ?

Print Student Library Card ID

Print Students with   Scheduled Course(s)

Print Comment

Line 1:

Line 2:

Line 3:

**7F.** *Save and Print.*

**Maintain Student Schedules Template**

Template Settings

\* Template Description:

Share with other users in entry 001

Print Greenbar

Save and Print

Schedule Printing Options

School Year:

Select Students By:  Range       Individual

Print Format ?

Regular      Top Margin:       Left Margin:

Window Envelopes      Address To:

Sort Options to Page Break On:

Print Schedules for Term:       Schedule Terms:

Print Schedule For Specific Date Using Schedule Transaction File:

Print Future Transactions on Schedule

Type:       Schedules/Page:       Name Order:

Class Status:

Student Printing Options

Print ID Number:        Only Schedules with Changes on TranFile

Family:       Start:

Teacher Name:       End:

Print Unassigned Courses ?

Print Blank Schedules

Print Only Blank Schedules

Print Only Auto-Scheduled Conflicts

Print School Name

Change Homeroom Literal

New Homeroom Literal:

Print Default Entity

Print Scheduling Period Times ?

Print Building Description Instead of Code ?

**Single Schedule/Page Options**

Print Parent Information

Print Address       Mailing Address ?

Print Phone Number

Print Confidential Phone Number

Print Medical Information

Print Emergency Information

Print Advisor

Print Counselor

Print Locker Number

Print Locker Combination

Print Locker Area Code

Print Lunch Key Pad Number

Print Student Access Login

Print Student Access Password ?

Print Student Library Card ID

Print Students with   Scheduled Course(s)

Print Comment

Line 1:

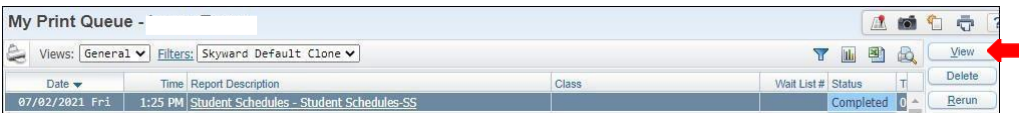
Line 2:

Line 3:

Asterisk (\*) denotes a required field



## 7G. View report in My Print Queue.



## 7H. The report is now ready for review.

20-21 07/02/2021 14:23

Birth 11/04/2003  
Gender

Other

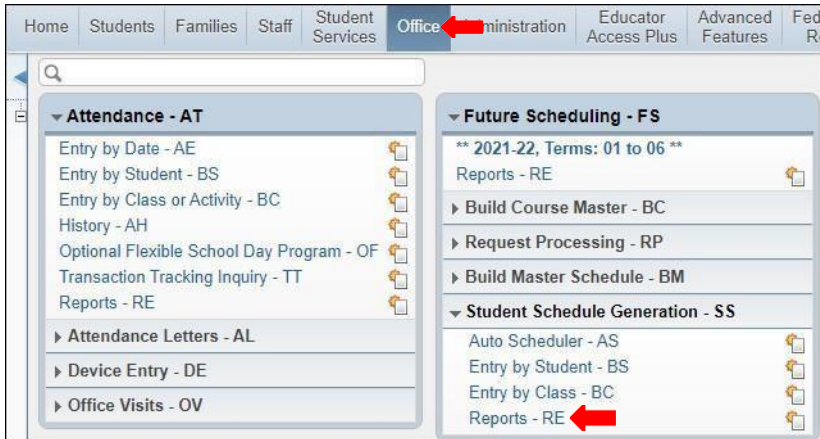
---

SEMESTER 1	DA	DB	Trm	Bldg	Room	Course/Cls	Course Description	Teacher	Credits
	8:15AM- 9:45AM	1	YR				BIOLOGY AP		.500
	9:50AM-11:30AM	2	SM1				PSYCH AP		.500
	11:35AM- 2:00PM	3A	SM1				BELLES 3 (PE)		.500
	2:05PM- 3:35PM	4	YR				HLTHSCI		.500
	8:15AM- 9:45AM	5	YR				ENG LANG AP		.500
	9:50AM-11:30AM	6	YR				ICAT INSTUMTH 1		.500
	1:15PM- 2:00PM	7C	YR				US HIST AP		.500
	2:05PM- 3:35PM	8	YR				ANATPHYS		.500
								Credits SEMESTER 1	4.000
SEMESTER 2	DA	DB	Trm	Bldg	Room	Course/Cls	Course Description	Teacher	Credits
	8:15AM- 9:45AM	1	YR				BIOLOGY AP		.500
	9:50AM-11:30AM	2	DC2				PROPCOMM (D)		.500
	11:35AM- 2:00PM	3A	SM2				BELLES DANCE 3 (FA)		.500
	11:35AM- 2:00PM	3A	SM2				BELLES DANCE 3 (FA)		.500
	2:05PM- 3:35PM	4	YR				HLTHSCI		.500
	8:15AM- 9:45AM	5	YR				ENG LANG AP		.500
	9:50AM-11:30AM	6	YR				ICAT INSTUMTH 1		.500
	1:15PM- 2:00PM	7C	YR				US HIST AP		.500
	2:05PM- 3:35PM	8	YR				ANATPHYS		.500
								Credits SEMESTER 2	4.000
								Total Credits	8.000

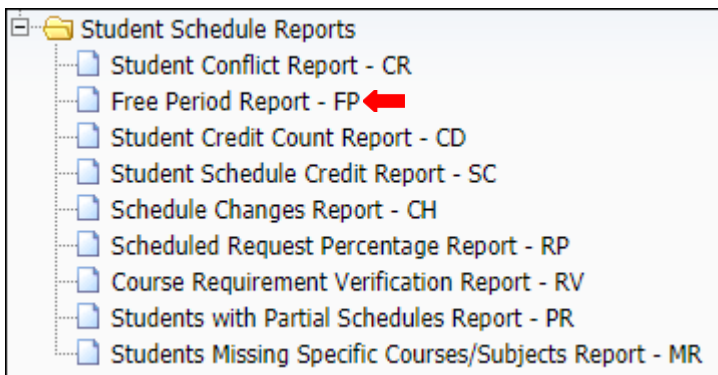
## Free Period Report - FP

To print *Free Period Report - FP* follow the steps listed below.

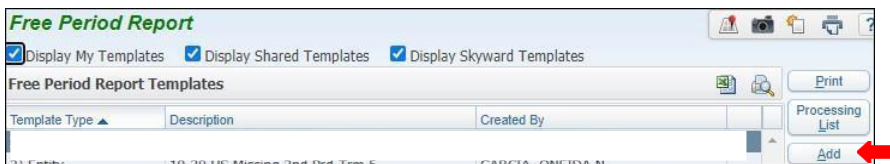
1. Select the *Office* button and under *Student Schedule Generation - SS* click *Report - RE*.



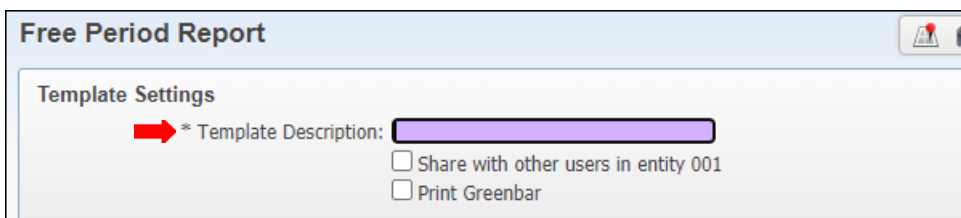
2. Under *Student Schedule Reports*, select *Free Period Report - FP*.




3. To create a report, click the *Add* button.



4. Name *Template Description*.



5. Ensure to select current School Year.

School Year:  

6. Under Student Ranges verify the ranges are set correctly or to preference.

**Student Ranges**

Low High

Name Key:

Grade/Grad Yr:

Period/Lunch Code:

Day:

Student NY Status:  Both  Active  Inactive

Terms to Use:

Select All Calendar(s)

Select All School(s)

Include Saturdays When Scheduling Courses

Asterisk (\*) denotes a required field

- Ensure Grade/Grad Yr. are set correctly.
- Ensure Period/ Lunch Code are set correctly
- Under Day for secondary choose A and B, for elementary choose A and A.
- And ensure to select the correct Terms to Use.

7. Save and Print

**Free Period Report**

Template Settings

\* Template Description:

Share with other users in entity 001

Print Greenbar

School Year:

**Student Ranges**

Low High

Name Key:

Grade/Grad Yr:

Period/Lunch Code:

Day:

Student NY Status:  Both  Active  Inactive

Terms to Use:

Select All Calendar(s)

Select All School(s)

Include Saturdays When Scheduling Courses

Asterisk (\*) denotes a required field

8. View report in My Print Queue.



**My Print Queue - Laura Torres**

Views:  Filters:

Date	Time	Report Description	Class	Wait List #	Status	View	Delete
07/02/2021	Fri	3:14 PM	Free Period Report - Free Period Report- FP		Completed	0	Run

9. Report is now ready for review.

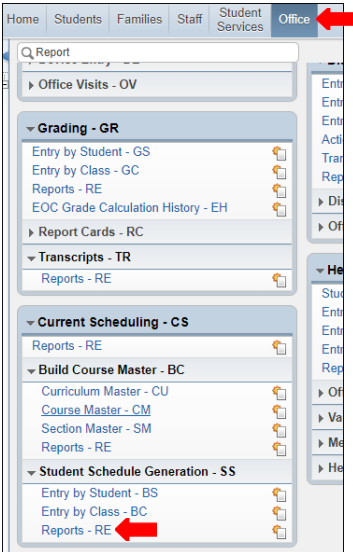
Search: p. 13-4 05-21-06-00-00 GRAD-YEAR 2022 - 2025 FREE PERIOD REPORT FOR PERIOD 01 07/02/21 Page:1 3:14 PM

GRD	GRDOR	NAME	DATE	MEET	GRD	GRDOR	NAME	DATE	MEET
09	AA		11		09				
10	AA		11		10				
11	AA		11		11				
12	AA		11		12				
13	AA		11		13				
14	AA		11		14				
15	AA		11		15				
16	AA		11		16				
17	AA		11		17				
18	AA		11		18				
19	AA		11		19				
20	AA		11		20				
21	AA		11		21				
22	AA		11		22				
23	AA		11		23				
24	AA		11		24				
25	AA		11		25				
26	AA		11		26				
27	AA		11		27				
28	AA		11		28				
29	AA		11		29				
30	AA		11		30				
31	AA		11		31				
32	AA		11		32				
33	AA		11		33				
34	AA		11		34				
35	AA		11		35				
36	AA		11		36				
37	AA		11		37				
38	AA		11		38				
39	AA		11		39				
40	AA		11		40				
41	AA		11		41				
42	AA		11		42				
43	AA		11		43				
44	AA		11		44				
45	AA		11		45				
46	AA		11		46				
47	AA		11		47				
48	AA		11		48				
49	AA		11		49				
50	AA		11		50				

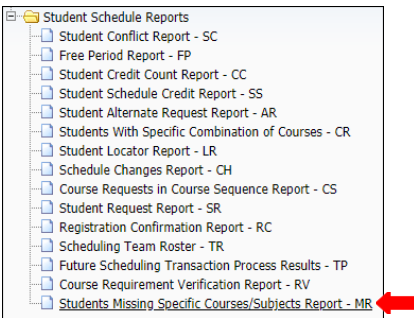
## Students Missing Specific Courses/Subjects Report – MR

To print Students Missing Specific Courses/Subjects Report - MR follow the steps listed below.

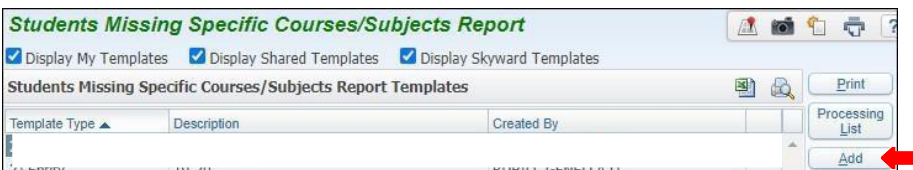
1. Select the *Office* tab and under *Current Scheduling - CS* click on *Reports - RE*



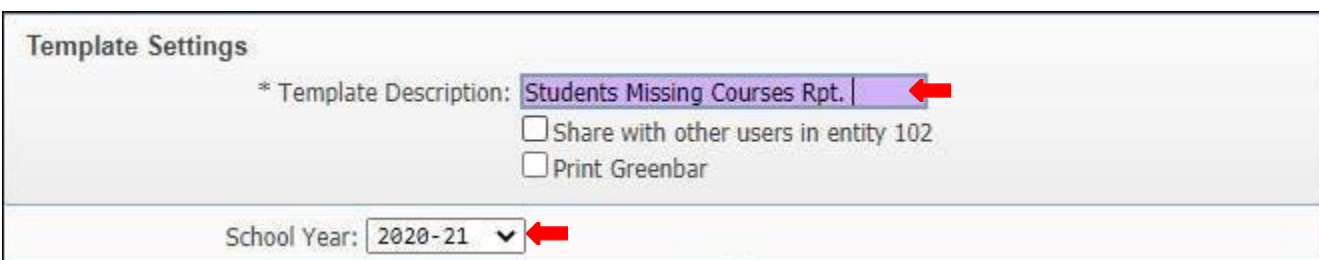
2. Under *Student Schedule Reports* select *Missing Specific Courses/ Subjects Report - M.*



3. To create a report, click the *Add* button.



4. Title Template Description, ensure the School Year that is being generated is correct.



5. Under Student Ranges set ranges to preference.

**Student Ranges**

Low High

Name Key:  ZZZZZZZZZZ

Grade/Grad Yr:  KG  2034  KG  2034

Homeroom:  ZZZZZ

Scheduling Team:  ZZZ

Advisor:  ZZZZZZZZZZ

**CY Status**  
 Both  
 Active  
 Inactive

**NY Status**  
 Both  
 Active  
 Inactive

**CY Member**  
 Both  
 Yes  
 No

Select All Calendar(s)

Select All School(s)

Select All Student Type(s)

Do not include Dropped classes

**Note:**

- **Grade/ Grad Yr.:** Input the grade level generating for
- **Cy Status:** select to Active
- **NY Status & CY Member:** select to Both
- Select all Calendar(s)
- Select all School(S)
- Select all Student Type(s)

**Note:** The report may be generated by using **Selected Courses** or **Subjects**. Steps to generate report using each method will be provided on the following pages in the order they are shown.

**Selected Courses or Subjects**

Course  Subject

6A. Under Selected Courses or Subjects select Course, and then click on the Course button. Select courses as preferred, and Save.

**Selected Courses or Subjects**

Course  Subject

**Select Courses**

Views: General Filters: \*Skyward Default

Select	Course	Description	S	Len	Credits	Subject
<input checked="" type="checkbox"/>	1-ART	1-ART	A	YR	0.000	Fine Arts
<input checked="" type="checkbox"/>	1-ELA	1-LANGUAGE ARTS	A	YR	0.000	Language Arts
<input checked="" type="checkbox"/>	1-HLTH	1-HEALTH	A	YR	0.000	Health
<input checked="" type="checkbox"/>	1-HHR	1-HOMEROOM	A	YR	0.000	ELEMENTARY HOME
<input checked="" type="checkbox"/>	1-MATH	1-MATH	A	YR	0.000	Mathematics
<input checked="" type="checkbox"/>	1-MUSI	1-MUSIC	A	YR	0.000	Fine Arts
<input checked="" type="checkbox"/>	1-PE	1-PE	A	YR	0.000	Physical Education/i
<input checked="" type="checkbox"/>	1-SCI	1-SCIENCE	A	YR	0.000	Science
<input checked="" type="checkbox"/>	1-SS	1-SOCIAL STUDIES	A	YR	0.000	Social Studies
<input checked="" type="checkbox"/>	2-ART	2-ART	A	YR	0.000	Fine Arts
<input checked="" type="checkbox"/>	2-ELA	2-LANGUAGE ARTS	A	YR	0.000	Language Arts

**Note:**

- when selecting courses verify you select for the grade levels you are generating report on.

6B. When selecting to Sort, click on the Sort button and sort to preference and Save.

**Sort**

**Sort Order**

Available Sort Fields

Order	Sort Field
<input checked="" type="checkbox"/>	01 Name Key
<input type="checkbox"/>	Advisor
<input type="checkbox"/>	Grade
<input type="checkbox"/>	Homeroom
<input type="checkbox"/>	Scheduling Team
<input type="checkbox"/>	School
<input type="checkbox"/>	Student Type

6C. Save and Print report.

**Students Missing Specific Courses/Subjects Report**

Template Settings  
 \* Template Description: **Students Missing Courses Rpt.**  
 Share with other users in entity 102  
 Print Greenbar

School Year: 2020-21

Student Ranges  
 Name Key: Low: ZZZZZZZZZZ High: ZZZZZZZZZZ  
 Grade/Grad Yr: P3 2035 05 2028  
 Homeroom: ZZZZZ  
 Scheduling Team: ZZZ  
 Advisor: ZZZZZZZZZZ

CY Status:  Both  Active  Inactive  
 NY Status:  Both  Active  Inactive  
 CY Member:  Both  Yes  No

Select All Calendar(s)   
 Select All School(s)   
 Select All Student Type(s)   
 Do not include Dropped classes [?]

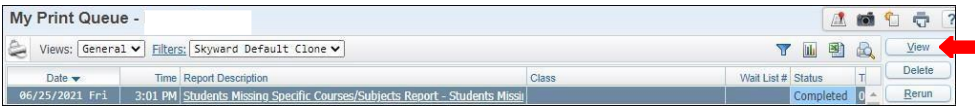
Selected Courses or Subjects  
 Course  Subject  
  
 1-ART  
 1-EIA  
 1-HLTH  
 1-HMR  
 1-MATH  
 1-MUSI  
 1-PE  
 1-SCI

Sort  
 Name Key

Asterisk (\*) denotes a required field



6D. View report in My Print Queue.



6E. Report is now ready for review.

isachd45.p 07-4 ELEMENTARY 06/25/21 Page:1  
 05.21.02.00.03 Student Missing Course/Subject Report 3:01 PM

Courses(s): 1-ART, 1-EIA, 1-HLTH, 1-HMR, 1-MATH, 1-MUSI, 1-PE, 1-SCI, 1-SS, 2-ART, 2-EIA, 2-HLTH, 2-HMR, 2-MATH, 2-MUSI, 2-PE, 2-SCI, 2-SS, 3-ART, 3-EIA

Student Name	Type	Grade	Member	Advisor	School
J. 04		521			102
J. 05		506			102
J. 05		416			102
J. 01					102
J. 05		513			102
J. 05		419			102
J. 05		505			102
J. 05					102
J. 02					102
J. 05					102
J. 05					102
J. 01					102
J. 04		512			102
J. 05		503			102
J. 02					102
J. 04					102
J. 05					102
MSS		03			102
J. 04					102
J. 04					102
J. 04					102
J. 04		525			102
J. 05		407			102
J. 05					102
J. 05					102
J. 05					102
J. 05					102
J. 04					102
J. 03					102
J. 05		513			102
J. 03					102
J. 03					102
J. 04					102
J. 04		503			102
J. 05					102
J. 05		512			102
J. 05		505			102
J. 05		499			102
J. 05		503			102
J. 04		517			102
J. 05		513			102
J. 04		503			102

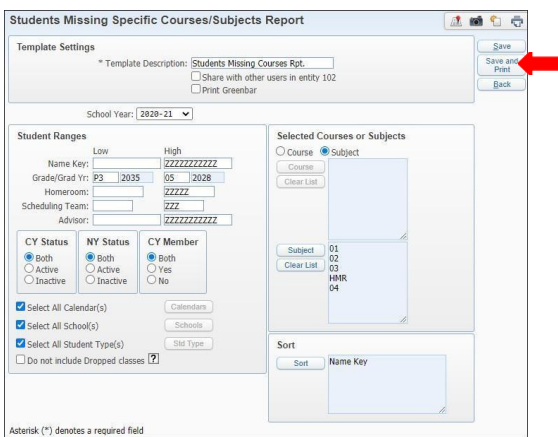
**7A.** Under *Selected Courses or Subjects* select *Subjects*, and then click on the *Subjects* button. Select subjects to preference, and click *Select*.



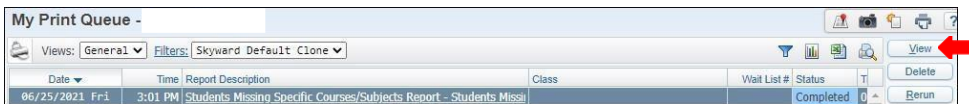
**7B.** Under *Sort*, click on the *Sort* button and sort to preference and *Save*.



**7C.** *Save and Print* report.



**7D.** *View report in My Print Queue.*



## 7E. Report is now ready for review.

1sschd45.p 07-4		ELEMENTARY		06/25/21	
05.21.02.00.03		Student Missing Course/Subject Report			
Subject(s): 01, 02, 03, HMR, 04					
<u>Student Name</u>	<u>Type</u>	<u>Grade</u>	<u>Homeroom</u>	<u>Advisor</u>	<u>School</u>
	R	01			
	R	05			
	R	02			
	R	05			
	R	05			
	R	01			
	R	02			
	R	04			
	R	05			
	MIG	03			
	R	04			
	R	04			
	R	P4			
	R	04			
	R	05			
	R	02			
	R	05			
	R	04			
	R	03			
	R	03			
	R	03			
	R	04			
	R	05			
	R	01			
	R	P4			
	R	05			
	R	P4			
	R	01			
	R	04			
	R	03			
	R	02			
	R	05			
	R	05			
	R	04			
	R	02			
	R	01			
	R	05			
	R	P4			
	R	P4			
	R	P4			
	R	P4			
	R	03			
	R	05			
	R	03			
	R	05			
	R	01			

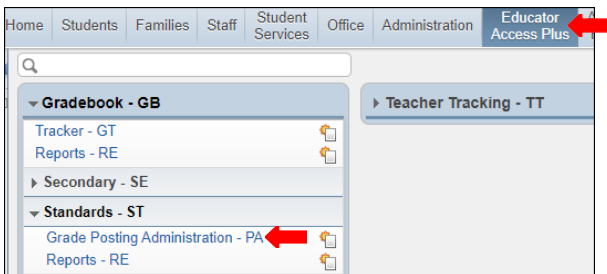


**EDUCATOR  
ACCESS  
PLUS**

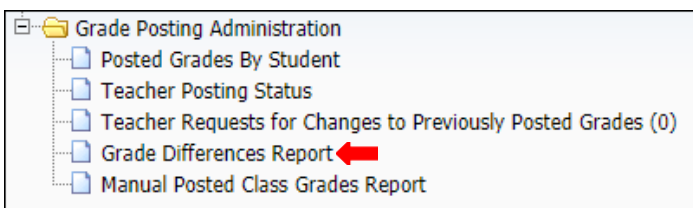
## Grade Difference Report

To view *Grade Difference Report* follow the steps listed below.

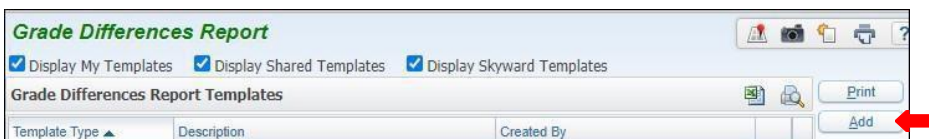
1. Select the *Educator Access Plus* tab and under *Secondary - SE*, select *Grade Posting Administration - PA*.



2. Under *Grade Posting Administration* select *Grade Differences Report*.



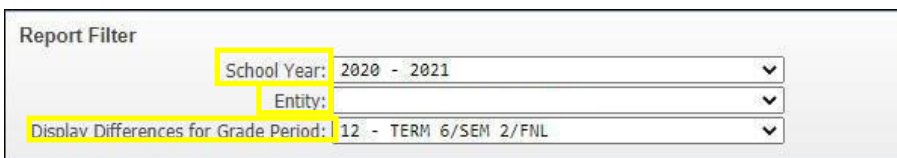
3. To create a report, click the *Add* button.



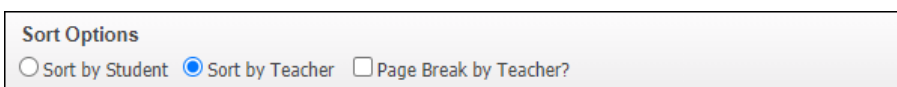
4. Name *Template Description*.



5. Under *Report Filter*, select current school year ensure Entity is correct and select Grade Period to preference.



6. Under *Sort Options* you may select *Sort by Student*, *Sort by Teacher*, or *Page Break by Teacher?*



6. Save and Print.

**Template Maintenance**

Template Settings  
 \* Template Description: Grade Difference Report  
 Share with other users in entity 000  
 Print Greenbar

Report Filter  
 School Year: 2020 - 2021  
 Entity:  
 Display Differences for Grade Period: 12 - TERM 6/SEM 2/FNL

Sort Options  
 Sort by Student  Sort by Teacher  Page Break by Teacher?

Asterisk (\*) denotes a required field

Buttons: Save, Save and Print, Back

7. View report in My Print Queue.

Navigation: Favorites, New Window, My Print Queue

My Print Queue -

Views: General Filters: Skyward Default Clone

Date	Time	Report Description	Class	Wait List #	Status	Actions
07/12/2021	Mon 10:59 AM	Grade Differences Report - Grade Difference Report			Completed	0 Rerun

Buttons: View, Delete

8. Report is now ready for review.

1gbrpt22.p 28-4 07/12/21 Page:1  
 05.21.06.00.00 Grade Differences Report for TERM 6/SEM 2/FNL 11:04 AM

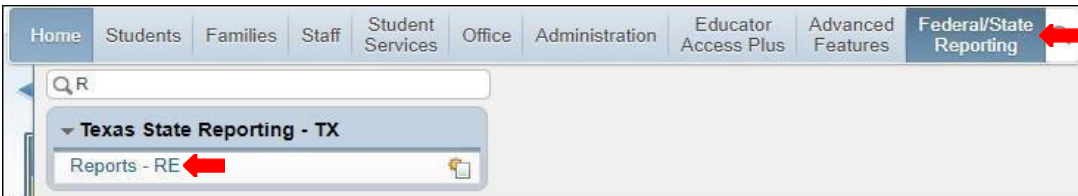
Teacher Name (Last, First Middle)	Class	Student	Term	GB	Posted	# Cng	Completed	Posted	Posted	Posted
			Grade	Grade	Date	Assm		Date	Time	By
	2213/07		SM2	68	68.			06/09/21	9:34 PM	
	2213/07		SM2	67	67.			06/09/21	9:33 PM	
	2213/07		SM2	69	69.			06/09/21	9:46 PM	
	2213/07		SM2	64	64.			06/09/21	9:46 PM	
	2213/17		SM2	69	69.			06/09/21	9:35 PM	
	2214/01		SM2	66	66.			06/09/21	9:46 PM	
	2214/02		SM2	66	66.			06/09/21	9:46 PM	
	1313/12		SM2	69	69.			06/09/21	9:47 PM	
	1315/01		SM2	62	62.			06/09/21	9:46 PM	
	1315/01		SM2	66	66.			06/09/21	9:35 PM	
	1315/02		SM2	58	58.			06/09/21	9:46 PM	
	1315/03		SM2	64	64.			06/09/21	9:46 PM	
	1315/03		SM2	65	65.			06/09/21	9:46 PM	
	1315/03		SM2	68	68.			06/09/21	9:46 PM	
	1315/03		SM2	65	65.			06/09/21	9:47 PM	
	1315/04		SM2	68	68.			06/09/21	9:47 PM	
	1315/04		SM2	64	64.			06/09/21	9:38 PM	
	1315/04		SM2	67	67.			06/09/21	9:46 PM	
	1315/05		SM2	69	69.			06/09/21	9:46 PM	
	1315/05		SM2	61	61.			06/09/21	9:34 PM	
	1315/05		SM2	69	69.			06/09/21	9:47 PM	
	F8510/07		SM2	64	64.			06/09/21	9:46 PM	
	6313/04		SM2	68	68.			06/09/21	9:47 PM	
	8715/03		SM2	66	66.			06/09/21	9:47 PM	
	8715/03		SM2	69	69.			06/09/21	9:47 PM	
	8718/02		SM2	66	66.			06/09/21	9:39 PM	
	8718/02		SM2	55	55.			06/09/21	9:47 PM	
	3413/02		SM2	68	68.			06/09/21	9:35 PM	
	3413/06		SM2	67	67.			06/09/21	9:47 PM	
	3413/10		SM2	67	67.			06/09/21	9:47 PM	
	3413/10		SM2	62	62.			06/09/21	9:47 PM	
	3413/10		SM2	56	56.			06/09/21	9:46 PM	
	3413/12		SM2	62	62.			06/09/21	9:47 PM	
	3413/12		SM2	69	69.			06/09/21	9:46 PM	
	3413/12		SM2	64	64.			06/09/21	9:35 PM	
	3413/12		SM2	68	68.			06/09/21	9:35 PM	
	3413/12		SM2	68	68.			06/09/21	9:47 PM	
	3413/12		SM2	61	61.			06/09/21	9:47 PM	
	F6313/10		SM2	68	68.			06/09/21	9:34 PM	
	F6313/10		SM2	65	65.			06/09/21	9:47 PM	

# **FEDERAL/STATE REPORTING**

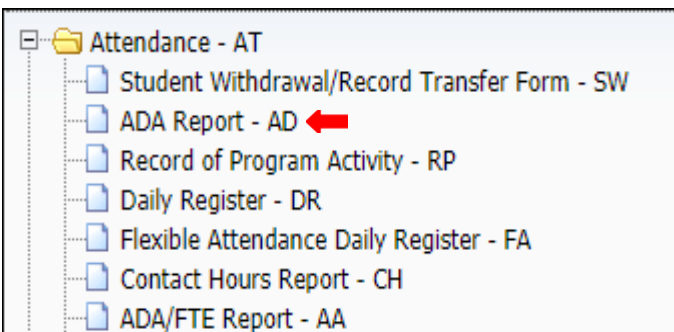
## ADA REPORT - AD

To print *ADA Report*, follow the steps listed below.

1. Select the *Federal/ State Reporting* tab and under Texas State Reporting - TX, click on *Reports-RE*.



2. Under *Attendance - AT*, select *ADA Report - AD*.



3. To create a report, click the *Add* button.



4. Title *Template Description*.

**Template Settings**

\* Template Description:

Share with other users in entity 102

Print Greenbar

**Note:** Report may be generated by using **Student Range** or **Processing List**. Steps to generate report using each method will be provided on the following pages in the order they are shown below.

**Report Ranges**

Process Students By:  Student Range  Processing List

### Print By Student Range

5A. Under Report Ranges select Process Students By Student Range.

#### Report Ranges

Process Students By:  Student Range  Processing List

5B. Under Report Ranges select ranges in template to preference. Save and Print.

#### ADA Report

##### Template Settings

\* Template Description:

Share with other users in entity 102  
 Print Greenbar

##### Report Ranges

Process Students By:  Student Range  Processing List

##### Student Range Selection

Low	High
Entity: <input type="text" value="102"/>	Entity: <input type="text" value="102"/>
Calendar: <input type="text"/>	Calendar: <input type="text" value="ZZZ"/>
Grade/Grad Yr: <input type="text" value="9999"/>	Grade/Grad Yr: <input type="text" value="0000"/>
Race: <input type="text"/>	Race: <input type="text" value="ZZZ"/>
Student Type: <input type="text"/>	Student Type: <input type="text" value="ZZZ"/>

Date:

Totals:

Report Type:

Note:

- Template Description:** Title Template
- Grade/Grad Yr:** Option to set specific grade level
- Date:** Option to set as Date Range
- Totals:** Option to set by Entity, or by Entity and Grade
- Report Type:** Option to set by Report for each date

5C. Select My Print Queue.

Favorites  New Window  My Print Queue

#### My Print Queue -

Views: General Filters: Skyward Default Clone

Date	Time	Report Description	Class	Wait List #	Status	
06/11/2021 Fri	10:21 AM	ADA Report - TEST			Completed	<input type="button" value="View"/> <input type="button" value="Delete"/> <input type="button" value="Rerun"/>

5D. The report is now ready for review.

Itxatn02.p 23-4      Template Ranges      06/11/21      Page:1  
05.21.02.00.10 \*Test08\*      10:21 AM

TEST Template Parameters  
ADA Report

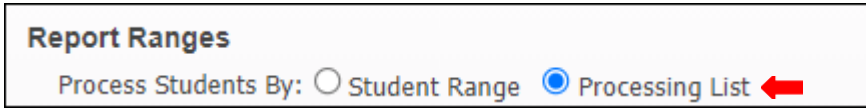
Calendar	Calendar	Grad Yr	Grad Yr	Race	Race	Student	Student Type	Report
Low	High	Low	High	Low	High	Low	High	Type
Processed By:								
ZZZ	2031	2032	ZZZ	ZZZ	ZZZ	08/26/2020	06/04/2021	Entity & Grade Both
Student Range:								
Processed Entities: 102								
Excluded Entities: None								
REPORT TOTALS:      0.0      0.0      0.0      0.00      0.00								

Itxatn02.p 24-4      SAN FELIPE-DEL RIO CISD      06/28/21      Page:2  
05.21.06.00.02      ADA Report for 08/26/2020 thru 08/26/2020      5:03 AM

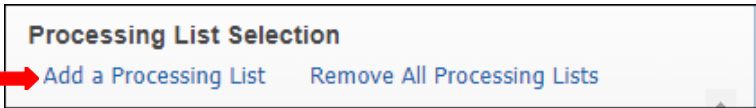
Entity	Name	Operational Cal	Grade Days	Total Days Membership	Total Ineligible Days Present	Total Eligible Days Present	Refined ADA	Percentage Of Attendance
1	02	83.0	0.0	83.0	83.00	100.00		
1	03	90.0	0.0	90.0	90.00	100.00		
1	04	90.0	0.0	90.0	90.00	100.00		
1	05	90.0	0.0	90.0	90.00	100.00		
1	ALL	353.0	0.0	353.0	353.00	100.00		
REPORT SUB TOTALS:				353.0	0.0	353.0	353.00	100.00

### Print By Processing List

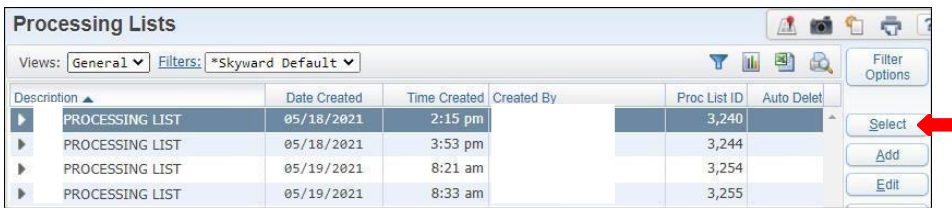
6A. Under Report Ranges select Process Students By Processing List.



6B. Under Processing List Selection click on Add a Processing List.

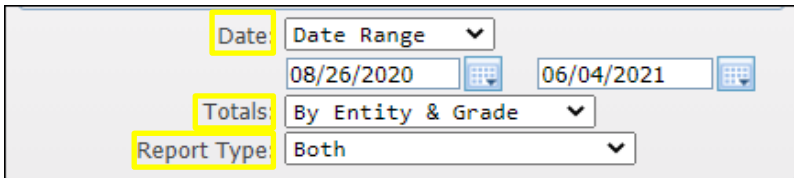


6C. Select Processing List of your Choice then click Select button



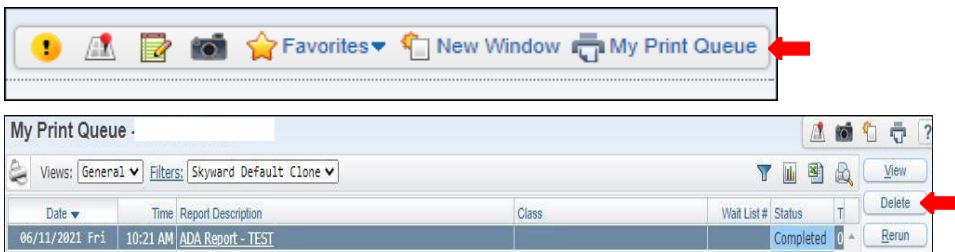
6D. Select ranges in template to preference, Save and Print.

**NOTE:**



- **Report Ranges:** select and enter the date range.
- **Totals:** may be selected by Entity & Grade or by Entity.
- **Report Type:** may be selected by either Report for Each Date, Summary Only or Both.

6E. View report in My Print Queue.



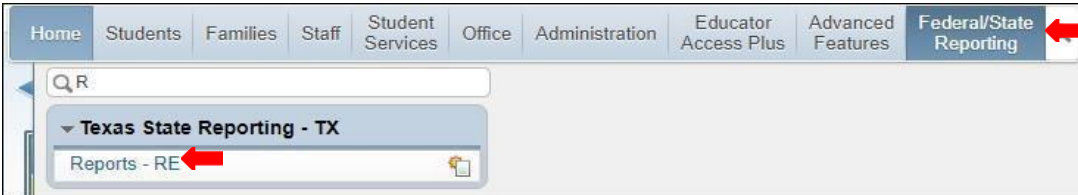
6F. Report is now ready for review.

Entity	Name	Cal	Operational Days	Grade Level	Total Days Membership	Total Ineligible Days Present	Total Eligible Days Present	Refined ADA	Percentage Of Attendance
102	WARFIELD ELEMENTARY	102	1	01	28.0	0.0	28.0	28.00	100.00
			1	02	23.0	0.0	23.0	23.00	100.00
			1	03	23.0	0.0	23.0	23.00	100.00
			1	04	19.0	0.0	19.0	19.00	100.00
			1	05	17.0	0.0	17.0	17.00	100.00
			1	ALL	110.0	0.0	110.0	110.00	100.00
REPORT SUB TOTALS:					110.0	0.0	110.0	110.00	100.00

## Attendance Verification Report - AV

To print *Attendance Verification Report - AV* follow the steps listed below.

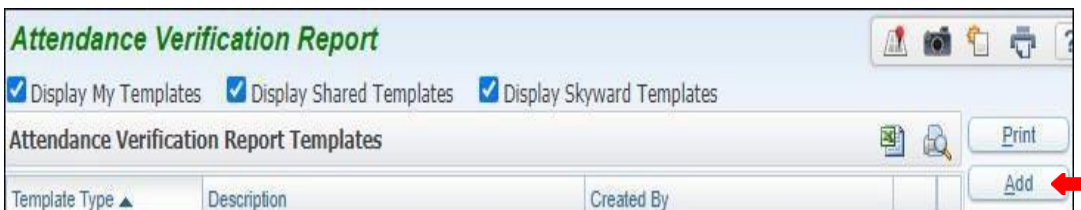
1. Select the *Federal/ State Reporting* tab and under Texas State Reporting - TX click on *Reports-RE*.



2. Under *Attendance - AT* select *Attendance Verification Report - AV*.



3. To create a report, click the *Add* button.



4. Name report and set ranges in template to preference. *Save and Print*.

**Attendance Verification Report**

Template Settings

\* Template Description:

Share with other users in entity 102

Print Greenbar

Entity: 102

Report Ranges

Course/Class: Low  High

Teacher:

Only Print Primary Teachers

Report On:  Funding Period  Period Range

Reporting Period

Six Week Period  Date Range

Six Week Period:

Exclude Dropped Students

Absences

Minimum:  Maximum:

Cover Page

Print Cover Page

Title for Signature 1:

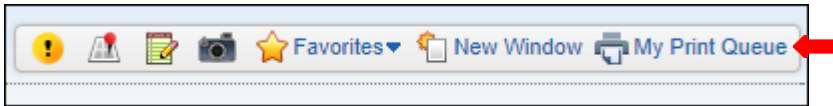
Title for Signature 2:

Title for Signature 3:

Asterisk (\*) denotes a required field



5. View report in My Print Queue.



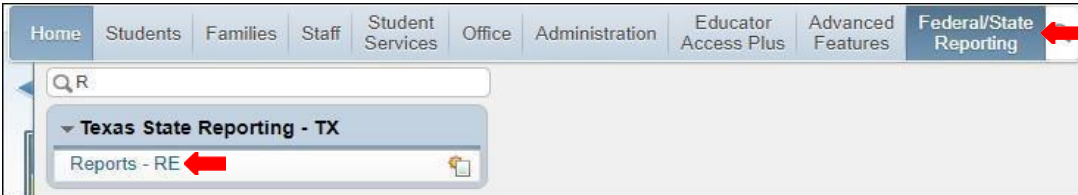
7. The report is now ready for review.



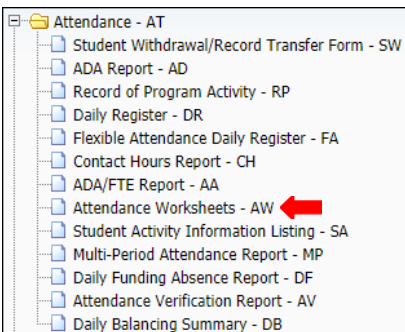
## Attendance Worksheets - AW

To print *Attendance Worksheets - AW* follow the steps listed below.

1. Select the *Federal/ State Reporting* tab and under *Texas State Reporting - TX*, click on *Reports - RE*.



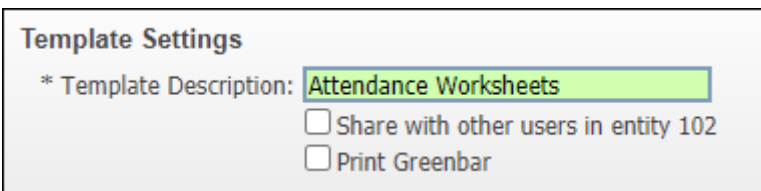
2. Under *Attendance - AT*, select *Attendance Worksheets - AW*.



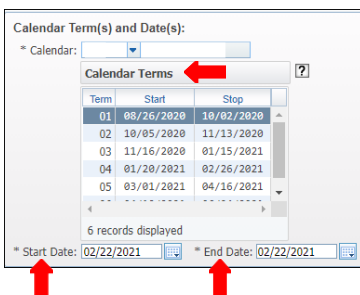
3. To create a report, click the *Add* button.



4. Title *Template Description*.



5. Under *Calendar Term(s) and Date(s)*, set start/end for the date range.



6. Under *Worksheet Layout*, set ranges for *Worksheet Layout* and *Include Students*, as shown below. In *Home Room Selection* click on the *Select* button.

**Worksheet Layout:**

Worksheet Layout: Home Rooms ▼

Include Students: Active ▼

**Home Room Selection:**

401 ,402 ,403 ,404 ,405 ,407 ,409 ,410 ,411 ,413 ,415 ,4: Select ←

7. Choose *Home Room Selection* to preference.

**Home Room Selection**

Home Room Selection

Save ←

Back

Select All 47 Records

Deselect All 47 Records

Include	Code
<input checked="" type="checkbox"/>	401
<input checked="" type="checkbox"/>	402
<input checked="" type="checkbox"/>	403
<input checked="" type="checkbox"/>	404
<input checked="" type="checkbox"/>	405
<input checked="" type="checkbox"/>	407
<input checked="" type="checkbox"/>	409
<input checked="" type="checkbox"/>	410
<input checked="" type="checkbox"/>	411
<input checked="" type="checkbox"/>	413
<input checked="" type="checkbox"/>	415
<input checked="" type="checkbox"/>	416
<input checked="" type="checkbox"/>	417
<input checked="" type="checkbox"/>	419
<input checked="" type="checkbox"/>	420
<input checked="" type="checkbox"/>	422
<input checked="" type="checkbox"/>	423
<input checked="" type="checkbox"/>	424
<input checked="" type="checkbox"/>	425
<input checked="" type="checkbox"/>	426

8. Under *Print Options* select, *Print blank lines for new students*, and fill with 3. Under *Orientation*, select *Portrait* or *Landscape*.

**Print Options:**

Print blank lines for new students:  If yes, how many?:  ←

Print blank lines for totals:

Print one sheet per matching pattern?:

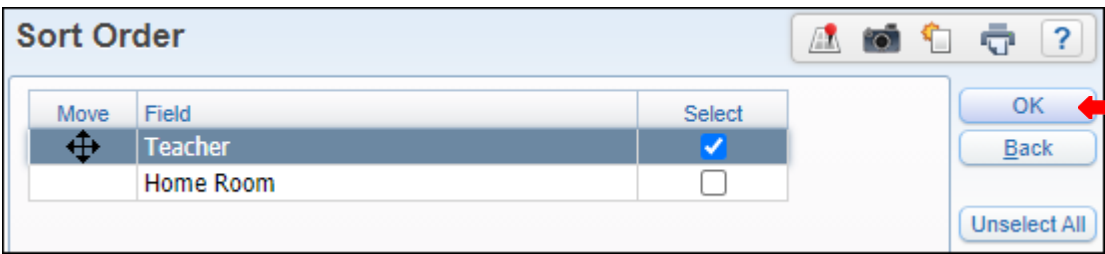
Orientation:  Portrait  Landscape ←

9. Under *Sort Order*, click on *Select* button.

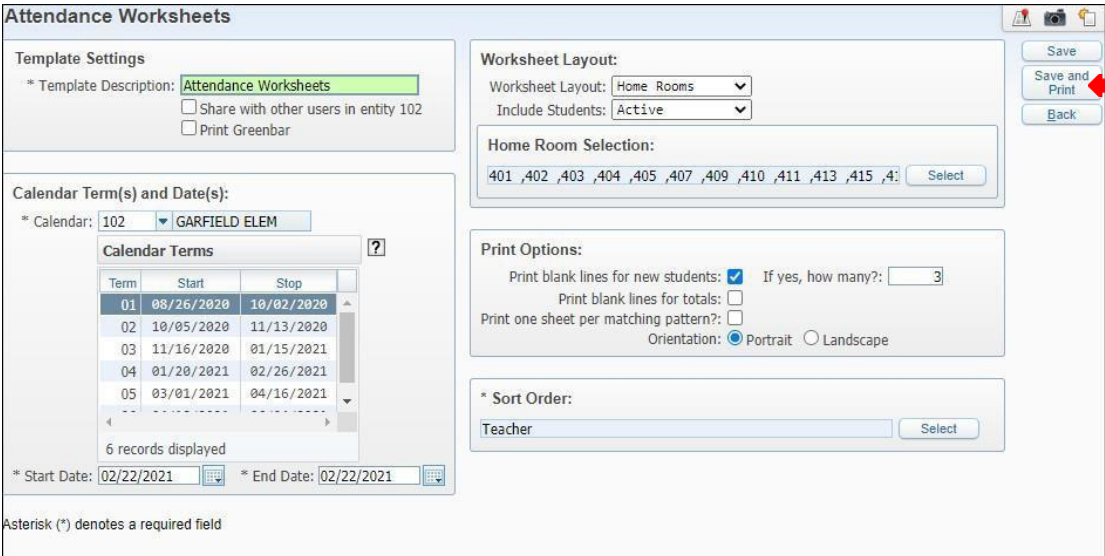
**\* Sort Order:**

Teacher Select ←

10. Under *Sort Order* either select by *Teacher* or *Home Room* or both may be selected. Click *Ok*.



11. *Save and Print*.



12. View report in *My Print Queue*.



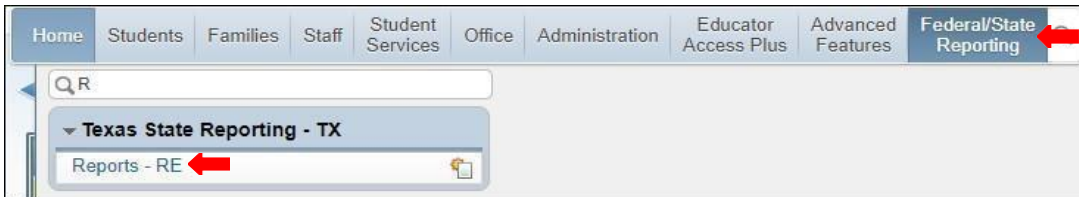
13. The report is now ready for review.



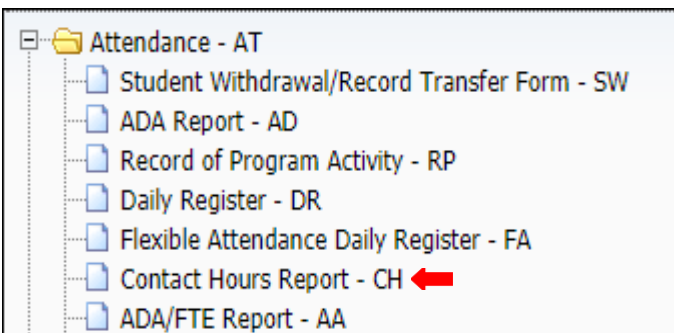
## Contact Hours Report - CH

To print Contact Hours Report - CH follow the steps listed below.

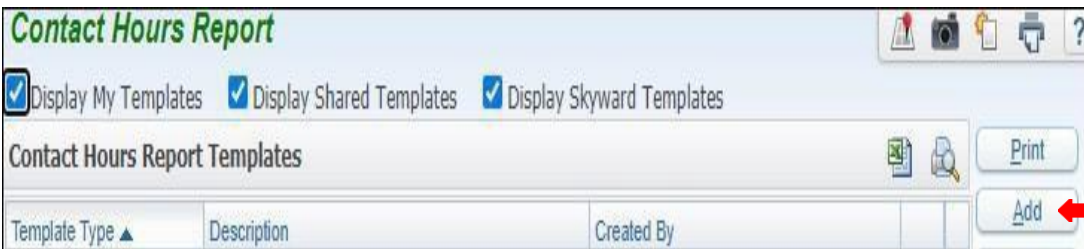
1. Select the *Federal/ State Reporting* tab and under Texas State Reporting - TX click on *Reports - RE*.



2. Under *Attendance - AT* select *Contact Hours Report - CH*.



3. To create a report, click the *Add* button.



4. Set Ranges in template to preference. *Save and Print*.

**Contact Hours Reports**

**Template Settings**

\* Template Description:

Share with other users in entity 000

Print Greenbar

**Report Ranges**

\* School Year:

\* Report to print:

\* Register Result Type:

\* Print Summary Report for:

\* Output Options:

Print Table I:       Print signature page:

Print Table II:       Print Log of Registers:

Print Table III:       Combine Table I Tracks:

Print Table IV:       Combine Table II-IV Data:

Print Entity Reports for selected Tables:       Print Only Combined Data:

### NOTE:

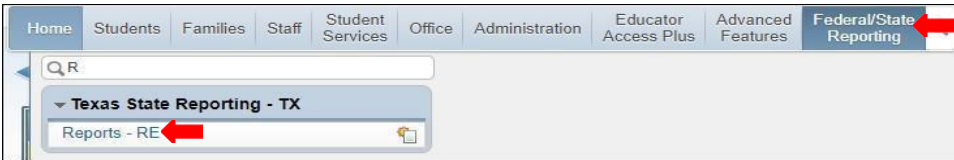
- Select *Reporting periods* tab under *Report Ranges*, and choose the reporting period you decide to view, this tab must be selected.



## Daily Funding Absence Report - DF

To print *Daily Funding Absence Report - DF* follow the steps listed below.

1. Select the *Federal/ State Reporting* tab and under Texas State Reporting - TX, click on *Reports - RE*.



2. Under *Attendance - AT*, select *Daily Funding Absence Report - DF*.



3. To create a report, click the *Add* button.



4. Title *Template Description* and Set *Ranges* in template to preference. *Save and Print*.

**Daily Funding Absence Report**

This program prints the names and grade levels of students who are absent for funding on the date(s) you specify. The report tells you how many students were enrolled on each date, the number who were absent, and the percent absent.

---

**Template Settings**

\* Template Description:

Share with other users in entity 102  
 Print Greenbar

---

**Report Ranges:**

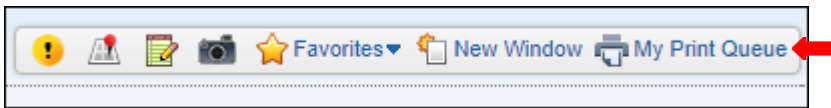
Low Entity:  High:   
 Grade/Grad Yr:    
 Date to use:  Selected Date Range  Today's Date  
 \* Date Range:    
 Sort by Grade Level

Asterisk (\*) denotes a required field

### Note:

- **Entity:** should be set to your entity, ensure it is correct
- **Grade/ Grad Yr.:** may set to a date (optional)
- **Date to use:** select, Selected Date Range, or Today's Date.
- Select **Sort by Grade Level**

5. View report in My Print Queue.



7. The report is now ready for review.

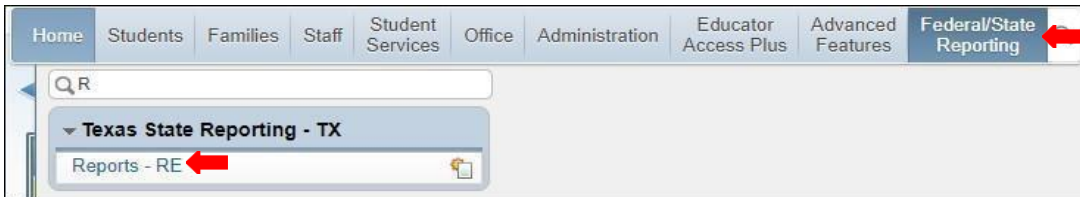
ALPHAKEY	NAME	GRADE
		KG
		01
		03
		04
		05
		05
		05
		05
		05
ENROLLED	515	ABSENT 9
		PERCENT ABSENT 1.7475



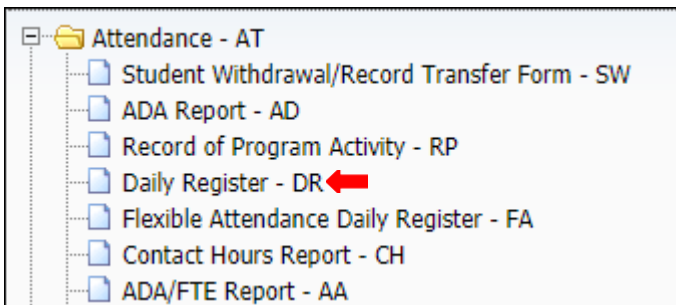
## Daily Register - DR

To print *Daily Register - DR* follow the steps listed below.

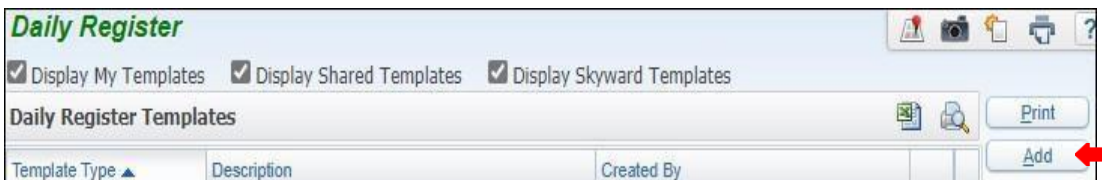
1. Select the *Federal/State Reporting* tab and under Texas State Reporting - TX click on *Reports-RE*.



2. Under *Attendance - AT* select *Daily Register -DR*.



3. To create report, click the *Add* button.



4. Set *Ranges* in template to preference. *Save and Print*.

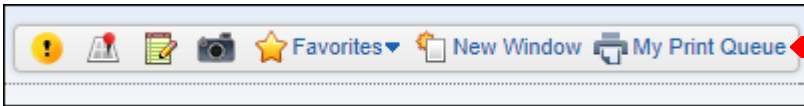
Print?	Prd	Cutoff Date (?)
<input checked="" type="checkbox"/>	1	
<input checked="" type="checkbox"/>	2	
<input checked="" type="checkbox"/>	3	
<input checked="" type="checkbox"/>	4	
<input checked="" type="checkbox"/>	5	
<input type="checkbox"/>	6	

Note: This report will print in landscape when the number of days in a reporting period is 36 or greater.

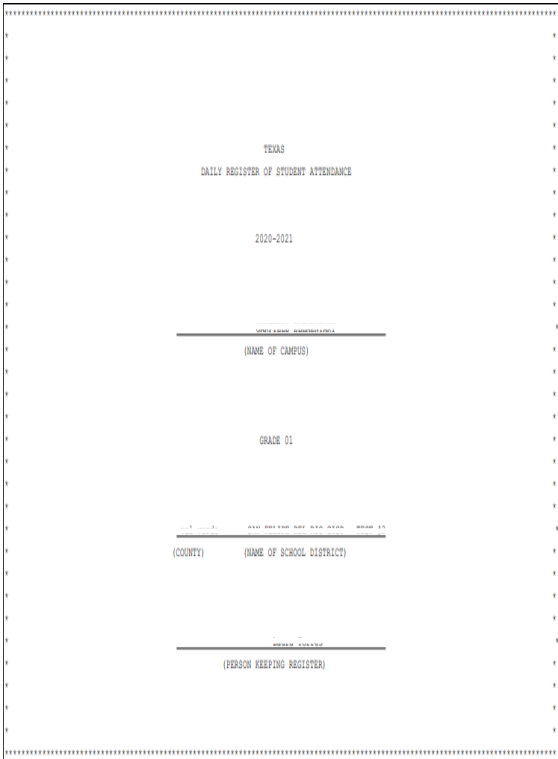
### NOTE:

- **School Year:** must be set to current school year
- **Entity Selection:** ensure you select your campus
- **Print guardian detail:** must be selected
- **print signature page:** must be selected
- **print entity totals:** must be selected
- **Reporting Period Selection Print?:** must be selected
- **Prd Cutoff Date?:** must be provided

5. Select My Print Queue.



7. The report is now ready for review.

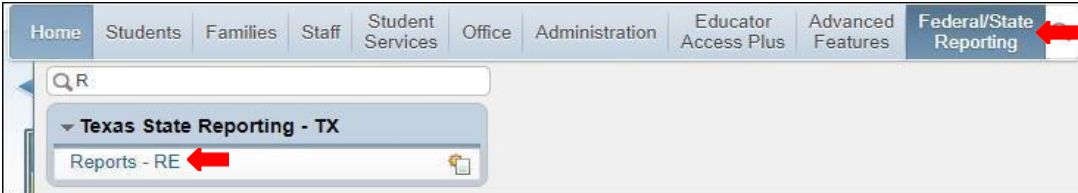


Issrtx06.p 78-4		2020-2021 DAILY REGISTER		06/11/21		Page:1						
05.21.02.00.10 *TestDB*		Reporting Period: 1				11:26 AM						
DISTRICT 233-901												
1ST SIX WEEKS												
		A S O		P     R   R								
		U E C		A   R   I     A   S								
(Number of Days: 27)		E G P T		B   E   N								
(Instructional Track: 0)				M   S   S   E   E   E   E								
				E   E   E   L   L   L   L								
				M   N   N   I   I   I   I								
(Name)		(G) 6 7 8 1 1 2 3 4 8 9 0 1 4 5 6 7 8 1 2 3 4 5 8 9 0 1 2		B   T   T   G   G   G   G								
1	1	1	1	1	1	27.0	0.0	27.0	0.0	0.027	0.0	
1	1	1	1	1	1	22.0	9.0	13.0	0.0	10.0	3.0	0.0
1	1	1	1	1	1	26.0	5.0	21.0	0.0	0.021	0.0	
1	1	1	1	1	1	27.0	3.0	24.0	0.0	0.024	0.0	
1	1	1	1	1	1	27.0	7.0	20.0	0.0	0.020	0.0	
1	1	1	1	1	1	27.0	1.0	26.0	0.0	10.016	0.0	
1	1	1	1	1	1	27.0	0.0	27.0	0.0	0.027	0.0	
1	1	1	1	1	1	27.0	0.0	27.0	0.0	0.027	0.0	
1	1	1	1	1	1	27.0	0.0	27.0	0.0	0.027	0.0	
1	1	1	1	1	1	27.0	0.0	27.0	0.0	0.027	0.0	
1	1	1	1	1	1	27.0	0.0	27.0	0.0	0.027	0.0	
1	1	1	1	1	1	27.0	0.0	27.0	0.0	0.027	0.0	
1	1	1	1	1	1	27.0	1.0	26.0	0.0	0.026	0.0	
1	1	1	1	1	1	27.0	1.0	26.0	0.0	0.026	0.0	
1	1	1	1	1	1	27.0	4.0	23.0	0.0	0.023	0.0	
1	1	1	1	1	1	27.0	3.0	24.0	0.0	1.023	0.0	
1	1	1	1	1	1	26.0	0.0	26.0	0.0	0.026	0.0	
1	1	1	1	1	1	24.0	4.0	20.0	0.0	11.0	9.0	0.0
1	1	1	1	1	1	18.0	8.0	10.0	0.0	5.0	5.0	0.0
1	1	1	1	1	1	27.0	0.0	27.0	0.0	0.027	0.0	
1	1	1	1	1	1	27.0	0.0	27.0	0.0	0.027	0.0	
1	1	1	1	1	1	27.0	1.0	26.0	0.0	0.026	0.0	
1	1	1	1	1	1	27.0	8.0	19.0	0.0	7.012	0.0	
1	1	1	1	1	1	27.0	0.0	27.0	0.0	2.025	0.0	
1	1	1	1	1	1	27.0	0.0	27.0	0.0	0.027	0.0	
1	1	1	1	1	1	27.0	1.0	26.0	0.0	0.026	0.0	
1	1	1	1	1	1	27.0	0.0	27.0	0.0	0.027	0.0	

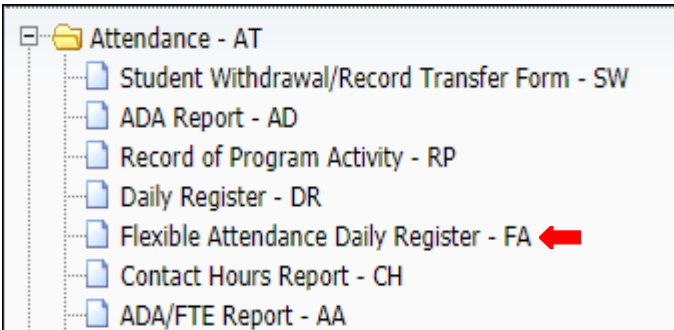
## Flexible Attendance Daily Register - FA

To print *Flexible Attendance Daily Register - FA* follow the steps listed below.

1. Select the *Federal/ State Reporting* tab and under *Texas State Reporting - TX* click on *Reports - RE*.



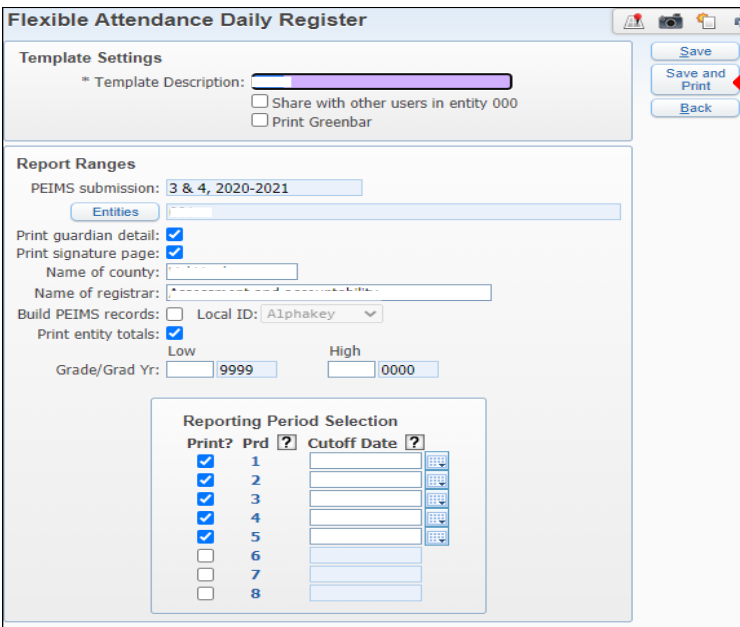
2. Under *Attendance - AT* select *Student Flexible Attendance Daily Register - FA*.



3. To create a report, click the *Add* button.



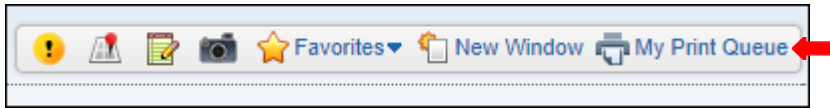
4. Set ranges in template to preference. *Save and Print*.



**NOTE:**

- **Template Description:** Title your report
- **Entities:** select your campus
- **Name of County:** must fill out
- **Name of registrar:** must fill out
- **Print entity totals:** must be selected
- **reporting period Selection Print?:** must be selected
- **Prd Cutoff Date:** must be filled.

5. Select My Print Queue.



7. View report in Print Queue.

\*\*\*\*\*

TEXAS  
DAILY REGISTER OF STUDENT ATTENDANCE

FLEXIBLE STUDENT PROGRAMS

2020-2021

-----  
BLENDED ACADEMY  
(NAME OF CAMPUS)

-----

Val Verde SAN FELIPE-DEL RIO CISD - TEST #2  
(COUNTY) (NAME OF SCHOOL DISTRICT)

-----  
Assessment and accountability  
(PERSON KEEPING REGISTER)

\*\*\*\*\*

lsstx07.p 36-4 2020-2021 FLEXIBLE ATTENDANCE DAILY REGISTER 06/11/21 Page:1  
05.21.02.00.00 \*TestDB\*

DISTRICT 233-901 CAMPUS GRADE

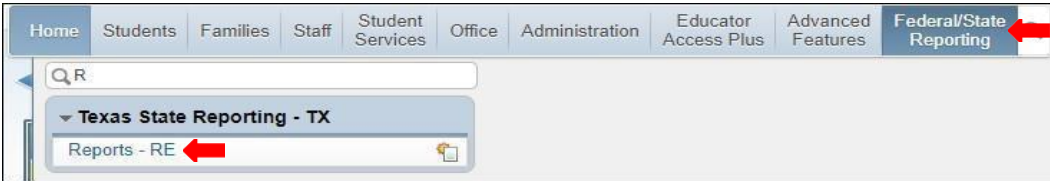
3RD SIX WEEKS Number of Days: 30 Instructional Track: 0

Name	Eligibility	Flex Program	Date	Minutes	Ineligible	Eligible	Carewz Tech	Minutes
G	7	1	12/04/20	90				0
			12/08/20	270				0
			12/09/20	120				0
			12/10/20	270				0
			12/11/20	360				0
			12/14/20	120				0
			12/16/20	180				0
			12/17/20	360				0
			12/18/20	180				0
			01/04/21	360				0
			01/05/21	270				0
			01/06/21	360				0
			01/07/21	360				0
			01/08/21	300				0
			TOTAL		0	3600		0
F		1	12/07/20	90				0
			12/08/20	180				0
			12/09/20	360				0
			12/10/20	360				0
			12/11/20	270				0
			12/14/20	315				0
			12/15/20	315				0
			12/16/20	315				0
			12/17/20	270				0
			12/18/20	135				0
			01/04/21	315				0
			01/05/21	270				0
			01/06/21	270				0
			01/11/21	180				0
			01/12/21	265				0
			01/13/21	360				0
			01/14/21	270				0
			01/15/21	90				0
			TOTAL		0	4630		0
A		1	12/07/20	270				0
			01/12/21	90				0
			TOTAL		0	360		0
DARRI, CRISTIAN LEE	7	1	12/04/20	90				0

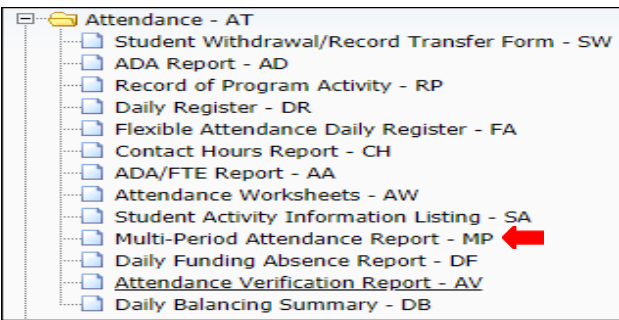
## Multi-Period Attendance Report - MP

To print *Multi-Period Attendance Report - MP* follow the steps listed below.

1. Select the *Federal/ State Reporting* tab under Texas State Reporting - TX and click on *Reports -RE*.



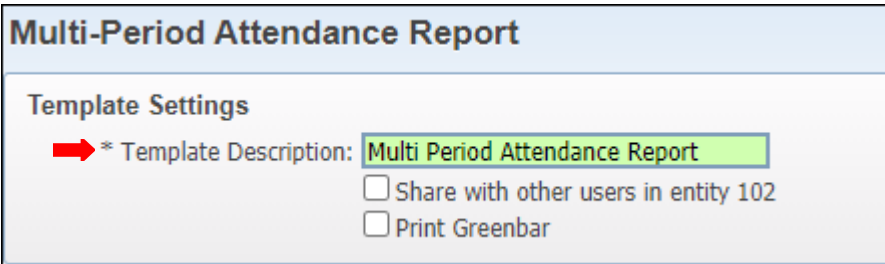
2. Under *Attendance - AT* select *Multi-Period Attendance Report - MP*.



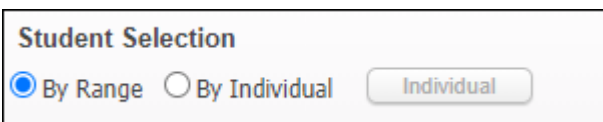
3. To create a report, click the *Add* button.



4. Title *Template Description*.



**Note:** Report may be generated using **By Range** or **By Individual**. Steps to generate report using each method will be provided on the following pages in the order they are shown below.



**By Range**

5A. Under *Student Selection* select on *By Range*.

5B. Set ranges to preference

**Note:**

- **Grade/Grad Yr.:** Option to set for specific grade level.
- **Status of Students:** Set as Active.

5C. Under *Criteria Selection*, enter the absence start/ end date.

5D. Select *Absence Types* tab, then select *Absence Types* by adding to the right side, *Save*.

**Note:**

- Absence types that will be included in report will be displayed under the Selected Excused Types column

5E. Select Absence Reasons tab, then include reasons by preference. Save.

Include	Code	Description
<input checked="" type="checkbox"/>		Blank Reason Code
<input checked="" type="checkbox"/>	48	PARENT NOTE
<input checked="" type="checkbox"/>	AD	ADMINISTRATOR
<input checked="" type="checkbox"/>	CC	COUNSELOR
<input checked="" type="checkbox"/>	DF	DEATH IN FAMILY
<input checked="" type="checkbox"/>	DR	DOCTOR NOTE
<input checked="" type="checkbox"/>	FI	FAMILY ILLNESS
<input checked="" type="checkbox"/>	FN	FUNERAL
<input checked="" type="checkbox"/>	HB	HOMEBOUND
<input checked="" type="checkbox"/>	JV	JUVENILE DET
<input checked="" type="checkbox"/>	LA	LOCAL ASSESSMEN
<input checked="" type="checkbox"/>	LI	LICE
<input checked="" type="checkbox"/>	NU	NURSE
<input checked="" type="checkbox"/>	PT	PARENT NOTE
<input checked="" type="checkbox"/>	SA	STATE ASSMNT
<input checked="" type="checkbox"/>	SC	SCHOLASTIC
<input checked="" type="checkbox"/>	SP	SP PRGM TESTING
<input checked="" type="checkbox"/>	TP	TELPAS TESTING
<input checked="" type="checkbox"/>	TU	TCHR UNAVAILABL
<input checked="" type="checkbox"/>	VA	VACATION

Note:

- Option to include all reason codes by selecting *Select All 23 Records*.
- Option to not include all reason codes by selecting *Deselect all 23 Records*.

5F. Set your minimum and maximum to desired preference.

5G. Select or unselect print option.

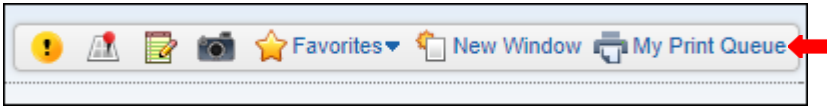
Note:

- **Print Student Detail Information:** will give you students Alpha key in the report, as well as individual date's.
- **Page Break By student:** information will be broken every time new student's information will be displayed.

5H. Save and Print.



5I. View report in My Print Queue.



5J. The report is now ready for review.

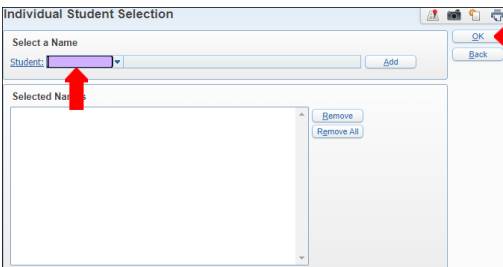
ALPHAKEY		NAME	GRADE	DATE	FP	1	2	3	4	5	6	7
			01	09/03/20	2	-	A-	-	-	-	-	-
				09/08/20	2	-	A-	-	-	-	-	-
				09/10/20	2	-	A-	-	-	-	-	-
				09/11/20	2	-	A-	-	-	-	-	-
				09/15/20	2	-	A-	-	-	-	-	-
				09/17/20	2	-	A-	-	-	-	-	-
				09/18/20	2	-	A-	-	-	-	-	-
				09/28/20	2	-	A-	-	-	-	-	-
				09/29/20	2	-	A-	-	-	-	-	-
				10/09/20	2	-	A-	-	-	-	-	-
				01/26/21	2	-	A-	-	-	-	-	-
				01/27/21	2	-	A-	-	-	-	-	-
				01/28/21	2	-	A-	-	-	-	-	-
				01/29/21	2	-	A-	-	-	-	-	-
				02/04/21	2	-	A-	-	-	-	-	-

**By Individual**

6A. Under Student Selection select By Individual.



6B. Under Select a Name, search with student's alpha key, click on Add button then Ok.



**Note:**

- Student/ student's may be removed individually or all.



6C. Set ranges to preference.

	Low		High
Entity:	<input type="text"/>		<input type="text"/>
Calendar:	<input type="text"/>		ZZZ
Grade/Grad Yr:	<input type="text"/> 9999		<input type="text"/> 0000
Home Room:	<input type="text"/>		ZZZZZ
Race:	<input type="text"/>		Z
Student Type:	<input type="text"/>		ZZZ
Status of Students:	Both <input type="button" value="v"/>		

Note:

- **Grade/Grad Yr.:** Option to set for specific grade level.
- **Status of Students:** Set as Active, Inactive or both.

6D. Under Criteria Selection, set the date range to include in report.

**Criteria Selection**

\* Absent Date:

6E. Select Absence Types tab, then select Absence Types by adding to the right side, Save.

\* Absence Types

**Absence Type Selection**

<p><b>Available Excused Types</b></p> <ul style="list-style-type: none"> <li>E - Playing of TAPS at Military</li> <li>S - Visit Higher Ed. Institution</li> <li>L - Citizenship/Paperwork/Ceremony</li> <li>B - Act as Election Clerk</li> <li>P - ACTIVE DUTY LEAVE/DEPLOYMENT</li> <li>C - COVID 19 ABSENCE</li> <li>D - UTL/FIELD TRIP - PARTIAL DAY</li> </ul>	<input type="button" value="Add All"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/>	<p><b>Selected Excused Types</b></p> <ul style="list-style-type: none"> <li>V - 055</li> </ul>	<input type="button" value="Save"/> <input type="button" value="Back"/>
<p><b>Available Unexcused Types</b></p>	<input type="button" value="Add All"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/>	<p><b>Selected Unexcused Types</b></p> <ul style="list-style-type: none"> <li>A - Non School Related-No Document</li> <li>U - UNEXCUSED ABSENCE w/DOCUMENT</li> </ul>	
<p><b>Available Tardy Types</b></p> <ul style="list-style-type: none"> <li>T - Tardy</li> </ul>	<input type="button" value="Add All"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/>	<p><b>Selected Tardy Types</b></p>	
<p><b>Available Other Types</b></p> <ul style="list-style-type: none"> <li>N - ASYNCHRONOUS PRESENT</li> <li>P - Present</li> <li>S - SYNCHRONOUS PRESENT</li> </ul>	<input type="button" value="Add All"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/>	<p><b>Selected Other Types</b></p>	

Note:

- Absence types that will be included in report will be displayed under the Selected Excused Types column

6F. Select Absence Reasons tab, then select reasons by clicking on Select All Records button. Save.

\* Absence Reasons

**Attendance Reason Selection**

Include	Code	Description
<input checked="" type="checkbox"/>		Blank Reason Code
<input checked="" type="checkbox"/>	48	PARENT NOTE
<input checked="" type="checkbox"/>	AD	ADMINISTRATOR
<input checked="" type="checkbox"/>	CC	COUNSELOR
<input checked="" type="checkbox"/>	DF	DEATH IN FAMILY
<input checked="" type="checkbox"/>	DR	DOCTOR NOTE
<input checked="" type="checkbox"/>	FI	FAMILY ILLNESS
<input checked="" type="checkbox"/>	FN	FUNERAL
<input checked="" type="checkbox"/>	HB	HOMEBOUND
<input checked="" type="checkbox"/>	JV	JUVENILE DET
<input checked="" type="checkbox"/>	LA	LOCAL ASSESSMEN
<input checked="" type="checkbox"/>	LI	LICE
<input checked="" type="checkbox"/>	NU	NURSE
<input checked="" type="checkbox"/>	PT	PARENT NOTE
<input checked="" type="checkbox"/>	SA	STATE ASSMNT
<input checked="" type="checkbox"/>	SC	SCHOLASTIC
<input checked="" type="checkbox"/>	SP	SP PRGM TESTING
<input checked="" type="checkbox"/>	TP	TELPAS TESTING
<input checked="" type="checkbox"/>	TU	TCHR UNAVAILABL
<input checked="" type="checkbox"/>	VA	VACATION

6G. Set your minimum and maximum to desired preference.

6H. Select or unselect print option.

**Criteria Selection**

Low: \* Absent Date: 08/26/2020 High: 05/07/2021

Print Student Detail Information
  Page Break By Student

Note:

- **Print Student Detail Information:** must be selected
- **Page Break By student:** must be selected

**Multi-Period Attendance Report**

Template Settings

\* Template Description:

Share with other users in entity 102  
 Print Greenbar

6J. View report in My Print Queue.

My Print Queue -

Views: General Filters: Skyward Default Clone

Date	Time	Report Description	Class	Wait List#	Status
06/14/2021 Mon	10:13 AM	Multi-Period Attendance Report - Test			Completed 0

6K. The report is now ready for review.

Itxatn10.p 09-4 MULTI-PERIOD ATTENDANCE REPORT 07/16/21 Page:2  
05.21.06.00.00 \*TestDB\* 2:41 PM

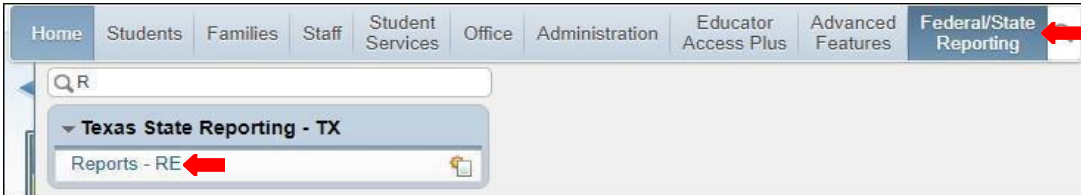
ALPHAKEY	NAME	GRADE	DATE	FP	1	2	3	4	5	6	7
			11/03/20	2	-	A-	-	-	A-	-	-
			12/07/20	2	-	-	A-	-	-	-	-
			12/15/20	2	A-	A-	A-	-	-	-	-
			12/18/20	7	-	-	-	-	-	A-	A-
			01/06/21	2	N-	S-	A-	-	-	-	-
			01/26/21	2	A-	S-	S-	-	-	-	-
			02/12/21	7	-	-	-	-	-	A-	A-
			03/01/21	2	N-	S-	N-	-	A-	-	-
			03/26/21	2	A-	-	A-	-	A-	-	-
			04/08/21	2	A-	A-	A-	-	-	-	-
			04/09/21	7	-	-	-	-	-	A-	N-
			04/19/21	7	-	-	-	-	-	A-	-

\*\*\*\*\* End of report \*\*\*\*\*

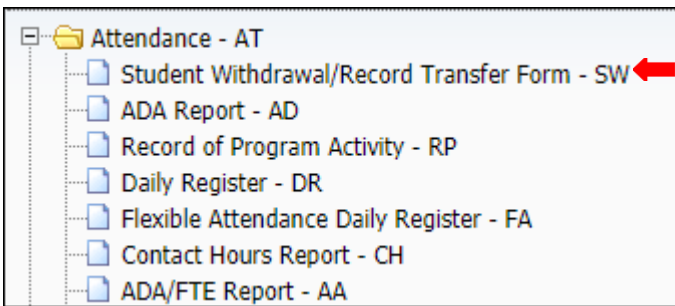
## Student Withdrawal/Record Transfer - SW

To print *Student Withdrawal/Record Transfer* follow the steps listed below.

1. Select the *Federal/ State Reporting* tab and under Texas State Reporting - TX click on *Reports-RE*.



2. Under *Attendance - AT* select *Student Withdrawal/Record Transfer Form - SW*.



3. To create a report, click the *Add* button.



4. Title *Template Description*, and enter student Name key.

The screenshot shows the 'Student Withdrawal/Record Transfer Form' template settings page. Under 'Template Settings', there is a field for '\* Template Description:' with the value 'Studen Withdrawal/Record Rpt.'. Below this, there are two checkboxes: 'Share with other users in entity 102' and 'Print Greenbar'. At the bottom, there is a field for '\* Student Key:' which is highlighted with a yellow box and a red arrow pointing to it.

5. Under *Extract the Following Information*. Check all except STAAR/TAKS.

**Extract the following information:**

Free/Reduced-Price Lunch:

Other Economic Disadvantage:

Special Education:

504:

Gifted Talented:

LEP:

ESL:

Bilingual:


Home Language:

Title 1:


Migrant:

STAAR/TAKS Scores:

6. Next to *Local Student ID*, select *Other ID*.

Local Student ID:   

7. On *Print additional signature lines* click on the *Select* button.

Print additional signature lines:   

8. Select to preference and *Save*.

**Select Signature Lines**

Student Key: ACOSTALI000 ACOSTA ALIYAH MARIE

Print signatures for the following individuals:

Nurse:

Librarian:

Attendance Clerk:

Dean:

Textbook Coordinator:

Locker Coordinator:

Cafeteria Manager:

Special Education Program Coordinator:

Athletic Program Coordinator:

Class Sponsor:


Parent/Guardian:

Other:

Print lines for each teacher indicating textbooks returned:

**Note:** A signature line will be included on withdrawal form for all individuals selected.

9. Set *Last PEIMS Submission*.

\* Last PEIMS Submission:  


1. Fall

2. Summer

3. Not enrolled at last submission - ID not available

10. Select *Withdrawal Date* and include *Print last withdrawal Code*.

\* Withdrawal Date:

Print last withdrawal code?:  

### 11. Save and Print.

**Student Withdrawal/Record Transfer Form**

Template Settings  
 \* Template Description: **Studen Withdrawal/Record Rpt.**  
 Share with other users in entity 102  
 Print Greenbar

\* Student Key:

Extract the following information:

Free/Reduced-Price Lunch:   
 Other Economic Disadvantage:   
 Special Education:  504:  
 Gifted Talented:   
 LEP:   
 ESL:   
 Bilingual:   
 Home Language:   
 Title I:   
 Migrant:   
 STAAR/TAKS Scores:  Select

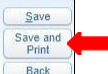
**Health**  
 Immunization Report:  Hearing Report:   
 Vision Report:  Scoliosis Report:

Local Student ID:   
 Print additional signature lines:    
 Report Card:

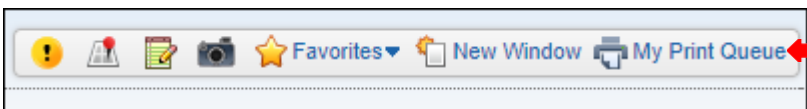
\* Last PEIMS Submission:   
 1. Fall  
 2. Summer  
 3. Not enrolled at last submission - ID not available

\* Withdrawal Date:   
 Print last withdrawal code?:

Asterisk (\*) denotes a required field



### 12. View report in My Print Queue.



**My Print Queue**

Views:  Filters:

Date	Time	Report Description	Class	Wait List #	Status	View	Delete	Rerun
06/11/2021 Fri	8:23 AM	Student Withdrawal/Record Transfer Form - test w/form			Completed	<input type="button" value="View"/>	<input type="button" value="Delete"/>	<input type="button" value="Rerun"/>



### 13. The report is now ready for review.

Itxatn16.p 37-4 STUDENT WITHDRAWAL/RECORD TRANSFER FORM 06/28/21 Page:1  
 05.21.06.00.02 3:20 PM

4. DISTRICT NAME: \_\_\_\_\_ COUNTY/COMP NO: \_\_\_\_\_  
 CAMPUS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

LEGAL NAME: \_\_\_\_\_  
 FIRST NAME: \_\_\_\_\_ SEX OR ALT ID: \_\_\_\_\_ CURRENT GRADE LEVEL: \_\_\_\_\_  
 MIDDLE NAME: \_\_\_\_\_ LAST NAME (S): \_\_\_\_\_ GRADE(S) OF RETENTION (07-11): \_\_\_\_\_  
 LAST NAME: \_\_\_\_\_ LOCAL ID: \_\_\_\_\_ GRADE(S) OF RETENTION (9-11): \_\_\_\_\_  
 GENERATION: \_\_\_\_\_ STUD UNIQUE ID: \_\_\_\_\_  
 DEN. SOCIALS: \_\_\_\_\_ ALPHANUM/ALPHABY: \_\_\_\_\_  
 SEX: F \_\_\_\_\_ FEDERAL BAGS: ,WH114

ORIGINAL ENTRY DATE: \_\_\_\_\_ SUSPENSION/REMOVAL: NONE \_\_\_\_\_  
 LAST WITHDRAWAL DATE: 11/26/2018 EMERGENCY REMOVAL: \_\_\_\_\_  
 WITHDRAWAL CODE: \_\_\_\_\_ OUT-OF-SCHOOL SUSPENSION: \_\_\_\_\_  
 LAST DATE OF ATTEND: 11/26/2018 SUSPENSION: \_\_\_\_\_  
 PLACED IN GRADE: \_\_\_\_\_ PROMOTED TO GRADE: \_\_\_\_\_ ALTERNATIVE PROGRAM: \_\_\_\_\_  
 FREE/REDUCE LUNCH ELIGIBILITY: NO  
 OTHER ECONOMIC DISADVANTAGE: NO

5. SPECIAL PROGRAM INFORMATION  
 SPECIAL EDUCATION: NO LEAP: NO  
 SPECIAL THERAPY: NO REL: NO  
 INSTRUCTIONAL SERVICES: NO BILINGUAL: NO  
 TITLE I: YES+6 HOME LANGUAGE: ENGLISH  
 GIFTED/TALENTED: NO BICULTURAL: NO  
 504: NO

6. MOST RECENT STAAR/TAKS TEST RESULTS  
 EXEMPTIONS: YES \_\_\_ NO \_\_\_ MATH SCORE CODE: \_\_\_\_\_ MATH SCORE: \_\_\_\_\_ MATH MASTERY CODE: \_\_\_\_\_  
 LAST TEST DATE: \_\_\_\_\_ READING SCORE CODE: \_\_\_\_\_ READING SCORE: \_\_\_\_\_ READING MASTERY CODE: \_\_\_\_\_  
 GRADE LEVEL: \_\_\_\_\_ WRITING SCORE CODE: \_\_\_\_\_ WRITING SCORE: \_\_\_\_\_ WRITING MASTERY CODE: \_\_\_\_\_  
 TEST LANGUAGE: \_\_\_\_\_ SCIENCE SCORE CODE: \_\_\_\_\_ SCIENCE SCORE: \_\_\_\_\_ SCIENCE MASTERY CODE: \_\_\_\_\_  
 SOC. STUD. SCORE CODE: \_\_\_\_\_ SOC. STUD. SCORE: \_\_\_\_\_ SOC. STUD. MASTERY CODE: \_\_\_\_\_

7. CURRENT GRADES  
 SERVICE COURSE NAME CREDIT AGENCIES WITHDRAWAL TEACHER  
 ID YEAR RE. REK. GRADE INITIALS

8. SIGNATURES  
 1. \_\_\_\_\_ DATE \_\_\_\_\_ PRINCIPAL/ RECORD REQUESTOR (CIRCLE ONE)  
 2. \_\_\_\_\_ DATE \_\_\_\_\_ (COUNSELOR) DISTRICT/PARENT/GUARDIAN/STUDENT  
 3. \_\_\_\_\_ DATE \_\_\_\_\_ (REGISTRAR/ SECRETARY) WITHDRAWAL REASON: \_\_\_\_\_  
 (SECRETARY)

ENROLLING IN A PRIVATE SCHOOL IN TEXAS OR A SCHOOL OUTSIDE TEXAS: YES \_\_\_ NO \_\_\_ MOVING TO: \_\_\_\_\_  
 STUDENT IS LEAVING SCHOOL TO RETURN TO THE HOME COUNTRY: YES \_\_\_ NO \_\_\_ SETTLEMENT: \_\_\_\_\_  
 9. AM REQUESTING THIS INFORMATION FOR STUDENT ENROLLMENT IN \_\_\_\_\_ (CITY, STATE, OR DISTRICT).  
 IN \_\_\_\_\_ (PARENT/GUARDIAN) DATE \_\_\_\_\_

ADDITIONAL SIGNATURES:  
 1. \_\_\_\_\_ (NURSE)  
 2. \_\_\_\_\_ (LIBRARIAN)  
 3. \_\_\_\_\_ (INTERDISCIPLINARY CLERK)

Itxatn16.p 37-4 STUDENT WITHDRAWAL/RECORD TRANSFER FORM 06/28/21 Page:2  
 05.21.06.00.02 3:20 PM

STUDENT: \_\_\_\_\_ LOCAL ID: \_\_\_\_\_ GRADE LEVEL: \_\_\_\_\_ 06

ADDITIONAL SIGNATURES  
 4. \_\_\_\_\_ (DEAN)  
 5. \_\_\_\_\_ (TEXTBOOK COORDINATOR)  
 6. \_\_\_\_\_ (LOCKER COORDINATOR) LOCKER  
 7. \_\_\_\_\_ (CAFETERIA MANAGER)  
 8. \_\_\_\_\_ (SPECIAL ED COORDINATOR)  
 9. \_\_\_\_\_ (ATHLETIC COORDINATOR)  
 10. \_\_\_\_\_ (PARENT/GUARDIAN)

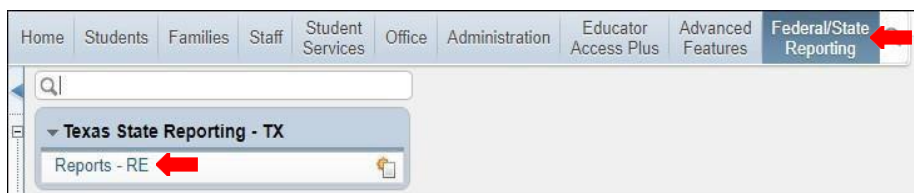
TEACHER TEXTBOOK CLEARANCE  
 PD COURSE NAME TEACHER NAME ROOM NUMBER TEXTBOOK CLEARED TEACHER INITIALS

\*\*\*\*\* End of report \*\*\*\*\*

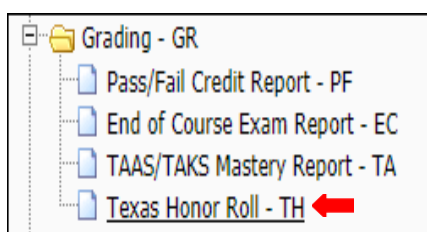
## Texas A Honor Roll - TH

To print *Texas Honor Roll - TH* follow the steps listed below.

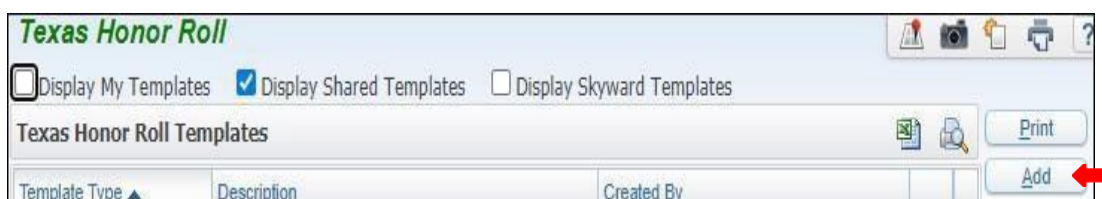
1. Select the *Federal/ State Reporting* tab and under *Texas State Reporting - TX* click on *Reports - RE*.



2. Under *Attendance - AT* select *Texas Honor Roll - TH*.



3. To create a report, click the *Add* button.



4. Set *Ranges* in template to preference.

**Type of Honor Roll**

Average of ALL grades for a student is within a specified range  
 Each grade for a student is within a specified range  
 Average grade and individual grades BOTH within a specified range

---

**Student Options**

Grade/Grad Yr: Low  High  Status  Active  Inactive  Both

---

**Honor Roll Options**

Consider Citizenship

Course Selection  All  Core Academic Only      Grade Selection  Active Grades  Active and Dropped Grades

---

**Grades**

Raw  Weighted

### Note:

- **Template Description:** Title Template Description
- **Type of Honor Roll:** The second option must be selected, (Each grade for a student is within a specified grade)
- **Grade/Grad Yr.:** Option to generate report by specific grade level
- **Status:** Set to Active, Inactive or Both
- **Honor Roll Options:** Select Grading Period
- **Course Selection:** Set to All or Core Academic Only
- **Grade Selection:** Set to Active Grades
- **Averages:** Set to Raw

## 5. Set Ranges in template to preference.

<b>Sort Order</b> <input checked="" type="radio"/> Grade Level <input type="radio"/> Homeroom <input type="radio"/> Advisor		<b>Print Order</b> <input checked="" type="radio"/> Alpha <input type="radio"/> Rank	
<b>Print Options</b> <input checked="" type="checkbox"/> Print Student Alphakeys <input checked="" type="checkbox"/> Print Lowest Grades			
<b>Grade Ranges</b> Lowest Grade: <input type="text" value="090.000"/> Highest Grade: <input type="text" value="999.000"/> Exclude students if all grades exceed: <input type="text" value="999.000"/> Exclude if all grades are less than: <input type="text" value="000.000"/> Include students if only <input type="text" value="000"/> grades are less than: <input type="text" value="000.000"/>			

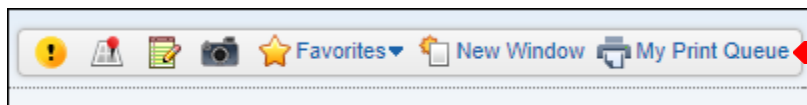
### Note:

- **Sort Order:** Must set to Grade Level.
- **Print Order:** Must set to Alpha
- **Print Options:** Must set to Print Student Alpha keys, Print Student Averages and Print Lowest Grades
- **Grade Ranges:** Set Lowest Grade to 090.000 and Highest Grade to 999.000; Exclude students if all grades exceed 999.000; exclude if all grades are less than 000.000; Include students if only 000; grades are less than 000.000

## 6. Save and Print.

<b>Texas Honor Roll</b> <b>Template Settings</b> * Template Description: <input type="text"/> <input type="checkbox"/> Share with other users in entity 000 <input type="checkbox"/> Print Greenbar		<input type="button" value="Save"/> <input type="button" value="Save and Print"/> <input type="button" value="Back"/>
---	--	---

## 7. View report in My Print Queue.



<b>My Print Queue -</b>						
Views: General1		Filters: Skyward Default Clone		<input type="button" value="View"/> <input type="button" value="Delete"/> <input type="button" value="Run"/>		
Date	Time	Report Description	Class	Wait List #	Status	TI
06/14/2021	Mon	11:41 AM	Texas Honor Roll - Test		Completed	0

## 8. The report is now ready for review.

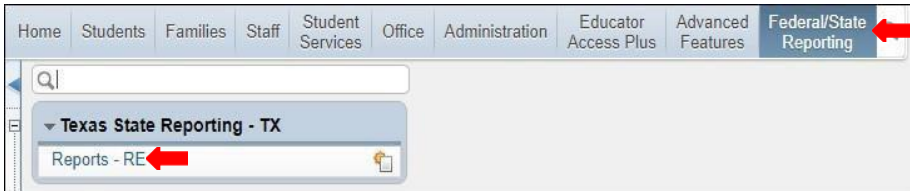
1txgra05.p 15-4 05.21.02.00.00	DEL RIO HIGH SCHOOL TEXAS HONOR ROLL REPORT	06/14/21	Page:1 11:41 AM
<b>PARAMETERS CHOSEN:</b>  AVERAGE OF ALL GRADES FOR STUDENT IS WITHIN A SPECIFIED RANGE GRADE LEVEL: 02 01 STATUS: ACTIVE GRADING PERIODS: Term: 01 Term: 02 Term: 03 Semester: 01 Term: 04 Term: 05 Term: 06 Semester: 02 Final CONSIDER CITIZENSHIP: NO COURSE SELECTION: ALL ACTIVE AND DROPPED GRADES: ACTIVE AVERAGES: RAW SORT ORDER: GRADE LEVEL PRINT ORDER: ALPHA PRINT ALPHAKEYS: YES PRINT AVERAGES: YES PRINT LOWEST GRADES: YES RANGES: 0 999			



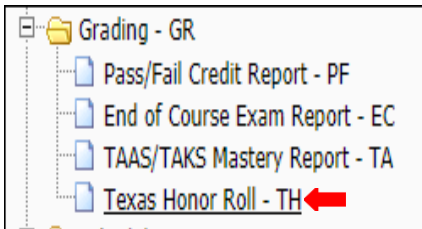
## Texas AB Honor Roll - TH

To print *Texas Honor Roll - TH* follow the steps listed below.

1. Select the *Federal/ State Reporting* tab and under *Texas State Reporting - TX* click on *Reports - RE*.



2. Under *Attendance - AT* select *Texas Honor Roll - TH*.



3. To create a report, click the *Add* button.



4. Set *Ranges* in template to preference.

**Type of Honor Roll**

Average of ALL grades for a student is within a specified range  
 Each grade for a student is within a specified range  
 Average grade and individual grades BOTH within a specified range

---

**Student Options**

Low:  High:

**Status:**  Active  Inactive  Both

---

**Honor Roll Options**

Consider Citizenship

**Course Selection:**  All  Core Academic Only

**Grade Selection:**  Active Grades  Active and Dropped Grades

---

**Grades:**  Raw  Weighted

### Note:

- **Template Description:** Title Template Description
- **Type of Honor Roll:** The second option must be selected, (Each grade for a student is within a specified grade)
- **Grade/Grad Yr.:** Option to generate report by specific grade level
- **Status:** Set to Active, Inactive or Both
- **Honor Roll Options:** Select Grading Period
- **Course Selection:** Set to All or Core Academic Only
- **Grade Selection:** Set to Active Grades
- **Averages:** Set to Raw




## 5. Set Ranges in template to preference.

<b>Sort Order</b>		<b>Print Order</b>	
<input checked="" type="radio"/> Grade Level	<input type="radio"/> Homeroom	<input checked="" type="radio"/> Alpha	<input type="radio"/> Rank
<b>Print Options</b>			
<input checked="" type="checkbox"/> Print Student Alphakeys		<input checked="" type="checkbox"/> Print Lowest Grades	
<b>Grade Ranges</b>			
Lowest Grade:	<input type="text" value="079.500"/>	Highest Grade:	<input type="text" value="999.999"/>
Exclude students if all grades exceed:	<input type="text" value="089.500"/>	Exclude if all grades are less than:	<input type="text" value="090.000"/>
Include students if only:	<input type="text" value="000"/>	grades are less than:	<input type="text" value="000.000"/>









### Note:

- **Sort Order:** Must set to Grade Level.
- **Print Order:** Must set to Alpha
- **Print Options:** Must set to Print Student Alpha keys, Print Student Averages and Print Lowest Grades
- **Grade Ranges:** Set Lowest Grade to 079.500 and Highest Grade to 999.999; Exclude students if all grades exceed 089.500; exclude if all grades are less than 090.000; Include students if only 000; grades are less than 000.000

## 6. Save and Print.

<b>Texas Honor Roll</b>	
<b>Template Settings</b> * Template Description: <input type="text"/> <input type="checkbox"/> Share with other users in entity 000 <input type="checkbox"/> Print Greenbar	<input type="button" value="Save"/> <input type="button" value="Save and Print"/>  <input type="button" value="Back"/>

## 7. View report in My Print Queue.

     <a href="#">Favorites</a>  <a href="#">New Window</a>  <a href="#">My Print Queue</a> 
---

<b>My Print Queue -</b>				
Views: <a href="#">General</a>	Filters: <a href="#">Skyward Default Clone</a>	<input type="button" value="View"/>  <input type="button" value="Delete"/>		
Date	Time	Report Description	Class	Wait List #
06/14/2021	Mon	11:41 AM	Texas Honor Roll - Test	Completed
				<input type="button" value="Run"/>

## 8. The report is now ready for review.

