

Skyward Report Settings For Fall and Spring Collections

Preparation Guide for Pupil Accounting

[Pupil Accounting Checklists](#)

[Pupil Accounting Manuals](#)

[Newsletters](#)

Document #2

Alphalist/Membership Report

Federal State Reporting/Michigan State Reporting/Reports/Membership Report

Add Membership Report Ranges

Use this naming convention to name your report.

Template Settings

* Template Description: 02 ALPHA 2020 SPRING

☒ Share with other users in entity 400

☐ Print Greenbar

☒ 6 Lines Per Inch ☐ 8 Lines Per Inch

Required Grade Level Setup

All of the Grade to Use fields have been setup in the Required Grade Level Setup. This setup is located in WS/SR/MI/PS/CO. [Setup Required Grade Levels](#)

* School Year to process: 2020 * Count Date: 02/12/2020

Low High

Grad Yr/Grade: 0000 9999

Homeroom: ZZZZZ

Student Key: ZZZZZZZZZZZ

10 Day Cutoff: 02/26/2020 30 Day Cutoff: 03/13/2020

Print Options

☒ Print Names I.D. Number To Print: UIC

☒ Print totals on page break

[Sort](#) ☒ Page Break on Primary Sort

Gender Residency Student Status Current Year Mbr

☐ Male ☐ Resident ☐ Active ☐ Yes

☐ Female ☐ Non Resident ☐ Inactive ☐ No

☒ Both ☒ Both ☒ Both ☒ Both

Options

☒ All Calendars [Calendars](#)

☒ All Schools [Schools](#)

☒ All Student Types [Std Types](#)

☒ All Non Conv Std Types [Nonconventional Std Types](#)

☐ Print Students with 0.00 Total FTE

Default Entity

☐ Yes

☐ No

☒ Both

Stu Range

☒ All Students

☐ Spec Ed Only

Save

Save and Print

Back

Be sure to set the fields that are highlighted in yellow as shown.

Enter the Count Date for the current collection.

These fields will AUTO POPULATE. Do not overwrite these dates!

Sort Order - Entity 400 - WS/SR/MI/RE/ME - 27081 - 05:19:10.00.1...

sis.cgresd.net/scripts/wsisa.dll/WSservice=wsBeaverton/sgradbrws027.w...

Sort Order

Move	Field	Select
<input checked="" type="checkbox"/>	Grad Year	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Calendar	<input type="checkbox"/>
<input type="checkbox"/>	School	<input type="checkbox"/>
<input type="checkbox"/>	Student Type	<input type="checkbox"/>
<input type="checkbox"/>	Homeroom	<input type="checkbox"/>
<input type="checkbox"/>	Gender	<input type="checkbox"/>

OK

Back

Unselect All

Asterisk (*) denotes a required field

Document #2 Alpha/Membership Report

05.19.10.00.00

Michigan Membership Report

3:41 PM

STUDENT'S NAME			STREET ADDRESS				CITY STATE ZIP				I.D. #		BIRTH DATE	
ENROLL DATE	GND	GRADE	10 DAY RULE	30 DAY RULE	RES	RES DST.	PUPIL CDE	STATE AID	RACE/ETH	GEN ED	SPEC ED	TOTAL FTE	HMRM	
08/15/14	F	05			R	18060	R	14	000010	1.00	.00	1.00	310	

This is an example of the Membership/Alpha Report. Once you generate the report please save it to the Network folder designated by your district, or save it to your personal folder. This Report needs to be submitted ELECTRONICALLY to the Pupil Accounting Department. Please do not print this and rescan it.

09/10/12 F 05 R 18060 SE 14 000010 .84 .16 1.00 308

**Green Audit Reminder: **Please do not print
this form and then rescan it****

Document #4 Add & Drop/Entry Withdrawal Report Settings

Entry/Withdrawal Report *Yellow denotes required field settings.*

Template Settings

1. Template Description: 04 Add & Drop Spring 2020 **Save**

2. ☒ Share with other users in entity 110 **Save and Print**

☐ Print Greenbar **Back**

Student Selections

Low High
Student Entity: 110 110
Grad Yr/Grade: 2030 02 2032 KG
Race: ZZZ
Student Key: ZZZZZZZZZZ
Student Status: Both

Entity School, Calendar Selection

☒ All Calendars
☒ All Schools

See Screen shots below for the Sort, Pate, Total and E/W settings.

Entry/Withdrawal Selections

Low High
E/W Entity: ZZZZ
3. Entry Date: 10/03/2019 Thursday 12/31/9999 Friday
Withdrawal Date: 10/03/2019 Thursday 12/31/9999 Friday

Advanced/Retained Options: Ignore

☐ Print Only Matching Records

Withdrawal Default Entity: ☐ Yes ☐ No ☒ Both

4. Analyze E/W Records: Both (Entry or Withdrawal)

E/W School, Calendar Selection

☒ All Calendars
☒ All Schools

Print Options

☐ User Defined Entry/Withdrawal Report

5. Detail Lines to Print: In Range Only (E or W)

Student ID: Other-ID

☐ Print Empty Withdrawal Records **6. ☒ Print Graduation Year Totals**

☐ Print Student Race ☐ Print Grad Standard Year ☐ Print Birthdate

Asterisk (*) denotes a required field

Report Location:
Students/Reports/Entry/Withdrawal
Report.

Settings for Sort By, Page By and
Total By on the next slide.

1. Template Description naming convention.
Pupil Accounting Doc#/Report
Name/Collection/Year

2. Be sure to Share the template.

3. The Entry date and the Withdrawal Date
is the day after the previous count.

4. You must choose 'BOTH (ENTRY OR
WITHDRAWAL)' If you don't pick this setting
the report will not give you accurate results.

5. You must pick In Range Only (E or W)

6. Select Print Graduation Year Totals

Document #4 Add & Drop/Entry Withdrawal Report Settings

Sort By
Page By
Total By
E/W Codes

Sort Order

Move	Field	Select
	E/W Type	<input checked="" type="checkbox"/>
	E/W Date	<input checked="" type="checkbox"/>
	Building	<input type="checkbox"/>
	E/W Code	<input type="checkbox"/>
	E/W Status End Code	<input type="checkbox"/>
	Graduation Year	<input type="checkbox"/>
	Race	<input type="checkbox"/>
	Student Key	<input type="checkbox"/>
	Student Status	<input type="checkbox"/>

OK
Back
Unselect All

Sort By Settings

Sort By
Page By
Total By
E/W Codes

Page Break By

Field	Select
E/W Type	<input checked="" type="checkbox"/>
E/W Date	<input type="checkbox"/>

OK
Back
Unselect All

Page Break Settings

Sort By
Page By
Total By
E/W Codes

Total By

Field	Select
E/W Type	<input checked="" type="checkbox"/>

OK
Back
Unselect All

Total By Setting

Document #4 Add & Drop/Entry Withdrawal Report Settings

Sort By
Page By
Total By
E/W Codes

Entry and Withdrawal codes should include these types of entries:

Entry/Withdrawal Code Selection - Entity 100 - WS\ST\RE...

sis.cgresd.net/scripts/wsisa.dll/WService=wsHarrison/sentwedit...

Entry/Withdrawal Code Selection

Entry Codes

Entry Codes

- N - NEW ENTRY
- R - RETURNING
- RE - RE ENTRY

Withdrawal Codes

Withdrawal Codes

- I - IN DISTRICT
- O - OUT OF DISTRICT
- W - WITHDRAW

Save
Back

Select these Entry Codes and Withdrawal Codes for the report.

Document #4 Add & Drop/Entry Withdrawal Report Settings

1stewh26.p 17-4
05.19.10.00.00

HILLSIDE ELEMENTARY
ENTRY/WITHDRAWAL REPORT

02/12/20

Page: 1
3:57 PM

STUDENT KEY	NAME	ID NBR	DFT	ENT	GR	GD	YR	GS	YR	GENDER	STATUS	BIRTHDATE	RACE	CAL	SCHL
TY	DATE	CDE	DESCRIPTION	COMMENT	DIST#	DSTY	AID	SPE	LAL	STY	%EN	PSEO	STE	ATDAYS	MBRDAYS
ENT	SCHL	CAL	SCHL YR	GRAD YR	GR	GLO	ADVANCED	RETAINED	DFLT	ENT					

HALESWES000	HALES, WESLEY M.	10011	100	05	2027					Male	Inact.	06/02/09		100	100
E	10/08/2019	R	RETURNING	Moved in from Home Scho	18060		14			SE	100	0 14		0	0
100	100	100	2020	2027	05										

CHESAIRE000	CHESAIRE, JACQUELINE M.	10011	100	03	2029					Female	Active	04/18/10		100	100
E	10/16/2019	R	RETURNING	Moved in from Home Scho	18060		14			SE	100	0 14		0	0
100	100	100	2020	2027	05										

This is an example of the Entry/Withdrawal Report. After you generate it, please review it for accuracy. Please save this to the network drive designated by your district. If you do not know where to save this report, please contact your District Pupil Accounting Secretary.

CHESAIRE000	CHESAIRE, JACQUELINE M.	10011	100	03	2029					Female	Active	04/18/10		100	100
-------------	-------------------------	-------	-----	----	------	--	--	--	--	--------	--------	----------	--	-----	-----

Document #5 Count Day Absence Report Office/Attendance/Reports

Day Summary

Template Settings

* Template Description: 05 Count Day Abs 2020 Spring ⓘ
☒ Share with other users in entity 110
☐ Print Greenbar

Save

Save and
Print

Back

Report Ranges

School Year to Process: 2019 - 20 ▾

Select By: ☒ Date ☐ Student Key

☐ Today Less number of School Days 0

☒ Specific Date 02/12/2020 Wednesday

Low High

Grad Yr/Grade: 0000 9999

School: ZZZZ

Calendar: ZZZZ

Attendance Period: 01 02

Minimum Periods Absent: 01

Parent Notified: ☐ Yes ☐ No ☒ Both

Student Status: ☒ Active ☐ Inactive ☐ Both

Absence Types

See the screen shot below for the absence types
to include.

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 ?

Printing Options

- ☐ Print Primary Phone
- ☒ Print Absent Comment
- ☐ Print Confidential Phone
- ☐ Print Attendance Note
- ☐ Print Student Key
- ☐ Print Both Guardians' Information
- ☐ Print Student Other ID#
- ☐ Print Guardians' Work Phone ?

Print Guardian's Name

Us this report for
Face to Face
students only.

Enter the
Regular Calendar
in both the high
and low fields
here.

Absence Type Selection

Available Excused Types

Form 05 Count Day Attendance Code types to Include

Add All

Add

Remove

Remove All

Selected Excused Types

E - EXCUSED ABSENCE

I - IN SCHOOL SUSPENSION

O - OUT OF SCHOOL SUSPENSION

Available Unexcused Types

Add All

Add

Remove

Remove All

Selected Unexcused Types

P - PARENT CONTACTED SCHOOL

U - UNEXCUSED ABSENCE

W - Teacher Recorded abs via web

Available Tardy Types

L - STUDENT LEFT EARLY

T - TARDY

Add All

Add

Remove

Remove All

Selected Tardy Types

DO NOT INCLUDE THESE IN THE REPORT.

Available Other Types

S - SCHOOL RELATED

Add All

Add

Remove

Remove All

Selected Other Types

Save

Back

Face to Face students Only.

***BUILDING SECRETARIES SKIP TO PART 6.2 OF
THIS SECTION

Document #6.1 Non Resident Pupil List

DISTRICT PUPIL ACCOUNTING SECRETARY ONLY: This report has been created for you by DeVonna. You will need to clone it for your own use if you did not do so last year.

Cloning the report is a one-time process and only needs to be cloned in the 000 level. The report can then be run in any Entity by just clicking Run.

**Navigate to Students/Data Mining
Look for the 06 Non Resident Report in the 000 Entity.
Next Clone it.**

The screenshot shows the 'Data Mining' interface with a menu bar at the top containing 'Student Management', 'Students', 'Families', 'Staff', 'Student Services', 'Food Service', 'Office', 'Administration', 'Educator Access Plus', 'Advanced Features', 'Federal/State Reporting', and 'Custom Reports'. The 'Students' menu is open, and the 'Data Mining' section is active. A yellow callout box with a red arrow points to the 'Clone' button in the right-hand panel. The callout text reads: 'District Pupil Accounting Secretary - Search for this report in Data Mining and click CLONE.' The main panel displays a list of reports with columns: Report Name, Report Title, Favorite, Created By, Editable, I, S, and S. The report '06 NON RESIDENT MASTER' is highlighted in blue. The right-hand panel contains buttons for 'Add', 'Edit', 'Delete', 'Clone', and 'Preview First 10 Records'.

Report Name	Report Title	Favorite	Created By	Editable	I	S	S
1 6th Grade Address labels	6th Grade Address labels	★	RUST SAR000	N	N	A	
2 Address labels Tina	Address labels Tina	★	HOLLETIN000	N	Y	A	
3 06 NON RESIDENT MASTER	06 NON RESIDENT PUPIL LIST	★	HASKEDEV001	Y	N	B	
4 10 +unexcused absence	10 + unexcused 2015-2016	★	HOLLETIN000	N	N	A	

DISTRICT LEVEL PUPIL ACCOUNTING SECRETARY ONLY!!!-

For each Count Day perform the following action:

1. Edit the Entry Date High Range and make it the current Count Day.
2. Notify your building secretaries that they can print the report following the directions in the Building Secretary instructions that follow this section. **They SHOULD NOT CLONE THE REPORT.**

Below is a screen shot of the Range setting to change:

After you set the ranges the report can be printed from any Entity. It does not need to be cloned for each Entity.

SKYWARD[®] HARRISON COMMUNITY SCHOOLS (000) ▾ Devonna Haskell Account

Student Management ▾ Students Families S Administration Educator Access Plus Advanced Features

◀ ▶ Data Mining

Report Information

Fields

Ranges

Sorting

Selected Students

Family Access Display

* Report Name: 06 NON RESIDENT PUPIL LIST

* Report Title: 06 NON RESIDENT PUPIL LIST

☐ Temporary Report - Automatically deleted after 24 hours of creation

Asterisk (*) denotes a required field

Save and View Ranges

Save

Back

Change the name of the report to this:

Click Save and View Ranges.

DISTRICT LEVEL PUPIL ACCOUNTING SECRETARY ONLY!!!- For Count Day perform the following action:

1. Edit the Entry Date High Range and make it the current Count Day.
2. Notify your building secretaries that they can print the report following the directions in the Building Secretary instructions that follow this section. **They SHOULD NOT CLONE THE REPORT.**

Below is a screen shot of the Range setting to change:

Data Mining

After you set the ranges the report can be printed from any Entity. *It does not need to be cloned for each Entity.*

Report Information

Fields

Ranges

Sorting

Selected Students - 0

Family Access Display

Format

And/Or Filter

Task Manager

Report Name: 06 NON RESIDENT MASTER

Add

Clone

Delete

Back

Report Title: 06 NON RESIDENT PUPIL LIST

Report Orientation: Landscape

Student Status: Both

Excel Export: Default

Default Entity: Yes

Print

First 10 Records [Print]

Excel

First 10 Records [Excel]

Print Using Processing List

Print Using Reports Generator

Address Labels

Information Labels

Mail Merge

Export to File

Print Parameter Page

Report Width: 176/172

Entry Date (E/W)

☒ Print Field on Report ☐ Individual Selections

Range Low: ☐ Fixed 01/01/1900

☐ Variable (Today - 0 days)

Range High: ☐ Fixed 02/05/2020

☐ Variable (Today - 0 days)

Headings 1: Entry

Headings 2: Date

Length: 10

Student Full Name (Profile)

☒ Print Field on Report ☐ Individual Selections

Click Edit Ranges then update Range High to the current reporting period's count day.

1 Edit Ranges

Add/Delete Fields

Click save and then Print.

3

2

****BUILDING SECRETARIES do the following:**

Please contact your district pupil accounting secretary if the date in the field indicated below is not the current count day.

Document #6.2 Non Resident Pupil List

SKYWARD

Student Management ▾ **Students** Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports 🔍

◀ ▶ Data Mining ★ **1** *Look for this report in Data Mining. And expand the arrow*

Reports to Display: All Reports ▾

Views: Report Information ▾ Filters: All Reports Clone (2) ▾

	Report Name ▲	Report Title	Favorite	Created By	Editable
1	▶ 6th Grade Address labels	6th Grade Address labels	★	RUST SAR000	N
2	▶ Address labels Tina	Address labels Tina	★	HOLLETIN000	N
3	▶ 06 NON RESIDENT MASTER	06 NON RESIDENT PUPIL LIST	★	HASKEDEV001	Y
4	▼ 06 NON RESIDENT PUPIL LIST	06 NON RESIDENT PUPIL LIST	★	RUST SAR000	N

Expand All Collapse All Modify Details (displaying 6 of 6) View Printable Details

▶ Report Information View Report Information

▼ Field Selection View Field Selection

	Field	Ranges	Headings	Length	Sort
View	Entry Date	'01/01/1900' to '02/12/20'	Entry / Date		
View	Student Full Name		Student / Full Name		
View	Grade		/ Gr		
View	Address		/ Address		
View	Resident	'NO'	/ Res		
View	State Aid Code		State / Aid		
View	Resident District		Resident / District	40	1
View	Resident District Code		/ Res	7	
View	Student Type Code		Stu / Type	3	

3 *If the date is correct click here to print the report.*

2 *Check to ensure that this date is set to the current count day. If not contact the owner which should be your district pupil accounting secretary.*

4 *You can now save the PDF and send it to your districts pupil accounting secretary, or save it to the designated pupil accounting Shared Drive in Google Drive.*

****Remember this report does not need to be cloned by the building secretary. JUST RUN IT..**

Document # 10 Count Day Schedules Office/Current Scheduling/Student Schedule Generation/Report/Student Locator Report

The screenshot displays the Skyward Web Student Management interface within a Windows Internet Explorer browser window. The title bar indicates the session is for 'Entity 440 - WS - 10668' on '05.12.06.00.13'. The main header shows 'Entity (440) Grades 8 to 12 (440)' and includes links for 'FS Alert', 'Skyward-Employee (18.1.2.101)', 'Preferences', and 'Exit'. A navigation bar contains tabs for Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. The left sidebar menu is expanded, showing categories like Transcripts - TR, Current Scheduling - CS, Build Course Master - BC, Student Schedule Generation - SS, and Request Processing - RP. A yellow callout bubble points to the 'Reports - RE' link under 'Student Schedule Generation - SS' with the text 'Click Student Schedule Generation, Reports.' The status bar at the bottom shows 'Local intranet | Protected Mode Off' and '100%' zoom.

Web Student Management - Entity 440 - WS - 10668 - 05.12.06.00.13 - Windows Internet Explorer

Entity (440) Grades 8 to 12 (440)

FS Alert Skyward-Employee (18.1.2.101) Preferences Exit

Home Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Transcripts - TR Setup

Current Scheduling - CS Setup

Reports - RE

Build Course Master - BC Setup

Curriculum Master - CU

Course Master - CM

Section Master - SM

Reports - RE

Student Schedule Generation - SS Setup

Entry by Student - BS

Entry by Class - BC

Reports - RE

Click Student Schedule Generation, Reports.

Build Course Master - BC Setup

Curriculum Master - CU

Course Master - CM

Sections - SM

Reports - RE

Request Processing - RP Setup

© 2012 Skyward, Inc. All rights reserved. WINDOWS 7 / Internet Explorer 8

Local intranet | Protected Mode Off 100%

Document # 10 Count Day Schedules

The screenshot displays the Skyward software interface within a Windows Internet Explorer browser window. The main window title is "Reports - Entity 440 - WSO\PCS\SSVRE - 9896 - 05.12.06.00.13". The interface includes a top navigation bar with tabs for Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, and Federal Reports. A "PS Alert" button and a "Skyward-Employee (18.1.2.101)" link are also visible.

The "Reports" section is expanded, showing a list of 61 reports. A yellow callout box points to the "Student Locator Report - LR" in the list, with the text "Select the Student Locator Report." The list includes reports such as Student Conflict Report - SC, Free Period Report - FP, Student Credit Count Report - CC, Student Course Recommendation Report - RR, Student Schedule Credit Report - SS, Student Alternate Request Report - AR, Students With Specific Combination of Courses - CR, Student Locator Report - LR, Schedule Change Report - CH, Course Request, Student Request, Registration Confirmation Report - RC, Scheduling Team Roster - TR, Future Scheduling Transaction Process Results - TP, and Course Requirement Verification Report - RV.

A secondary window titled "Student Locator Report - Entity 440 - WSO\PCS\SSVRE - 10371 - 05.12.06.00.13" is open, showing the "Student Locator Report Templates" screen. This screen has checkboxes for "Display My Templates", "Display Shared Templates", and "Display Skyward Templates". A table lists the templates, with the first entry being "2) Entity" with a description of "58" and created by "Taylor, Amanda". A yellow callout box points to the "Add" button next to this entry, with the text "Select Add to add a template." The bottom of the window shows "1 records displayed" and a status bar indicating "Local intranet | Protected Mode Off".

Document # 10 Count Day Schedules

Locator Report - Entity 440 - WS\OF\CS\SS\RE\LR - 10371 - 05.12.06.00.13 - Window...

Locator Report (85)

Template Settings

* Template Description:

☐ Share this template with other users in entity 440

☐ Print Greenbar

Date to Process: 05/17/2012 **Thursday**

School Year Dates: 08/08/2011 - 07/31/2012

Student Ranges

Low	High
Name Key: <input type="text" value="A"/>	<input type="text" value="DZZZZZZZZZZ"/>
Calendar: <input type="text"/>	<input type="text" value="ZZZZ"/>
Grad Yr/Grade: 2013 <input type="text" value="11"/>	<input type="text" value="2013 11"/>
Homeroom: <input type="text"/>	<input type="text" value="ZZZZZ"/>
Advisor Key: <input type="text"/>	<input type="text" value="ZZZZZZZZZZ"/>
Race Code: <input type="text"/>	<input type="text" value="ZZZ"/>
Student Type: <input type="text"/>	<input type="text" value="ZZZ"/>

Status: ☐ Both ☒ Active ☐ Inactive

☒ Use the Day Meeting Pattern on Class Meets

☐ Append Lunch Code to Room Number

Asterisk (*) denotes a required field

Buttons: Check Spelling, Save, Save and Print, Back

Annotations:

- Enter the date of the current Count Day.
- Leave these fields wide open or include only the grade levels in your building.
- If you have not set up a Bell Schedule in Skyward please contact the Help Desk. Ask for a ticket to be placed with Accounts and Data.
- Click Save and Print.

If you have not set up your Bell Schedule in Skyward this report will not run accurately.