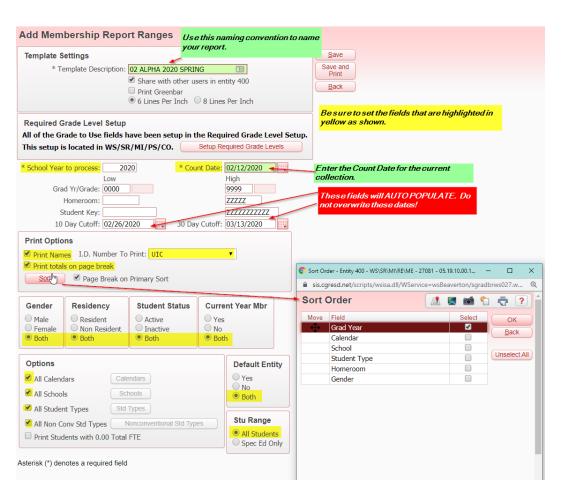
Skyward Report Settings For Fall and Spring Collections

Preparation Guide for Pupil Accounting

Pupil Accounting Checklists

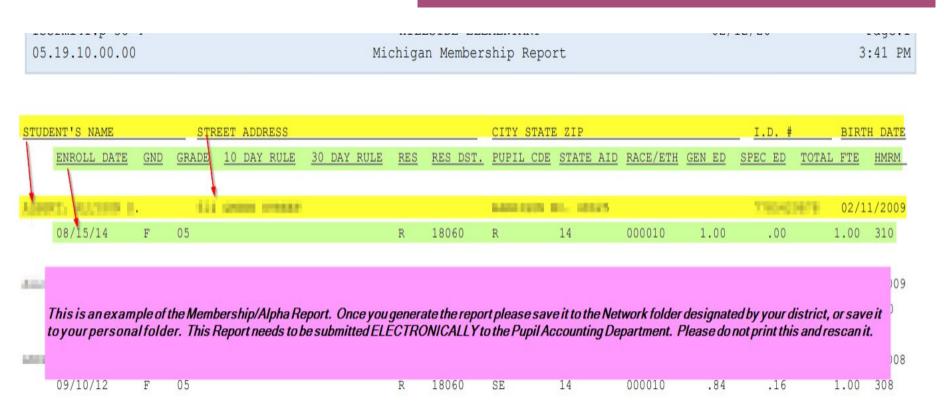
Pupil Accounting Manuals

Newsletters

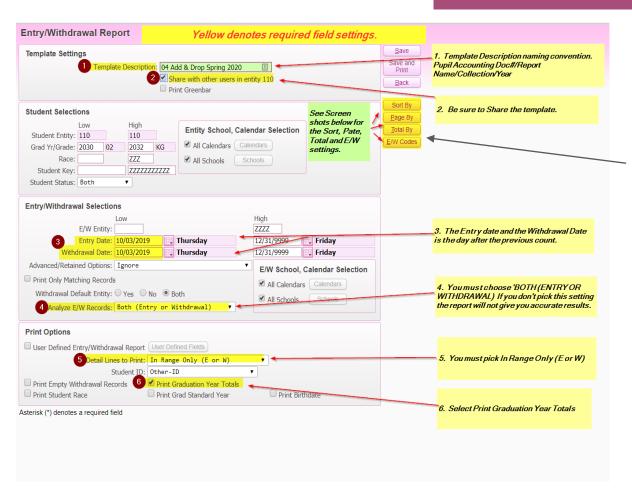


Document #2 Alphalist/Membership Report Federal State Reporting/Michigan State Reporting/Reports/Membership Report

Document #2 Alpha/Membership Report

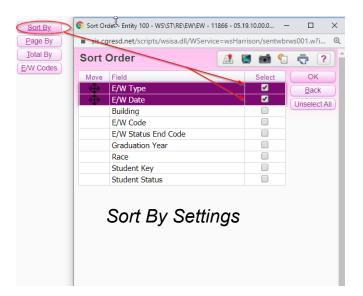


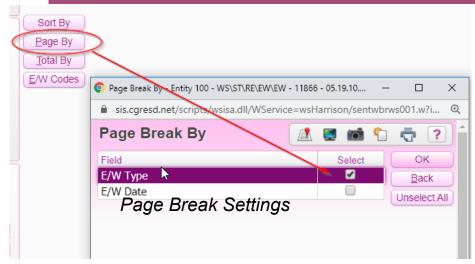
Green Audit Reminder: **Please do not print this form and then rescan it**

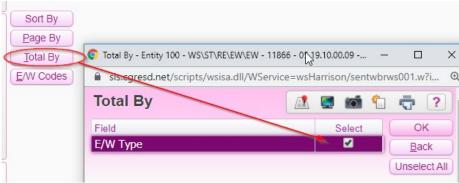


Report Location: Students/Reports/Entry/Withdrawal Report.

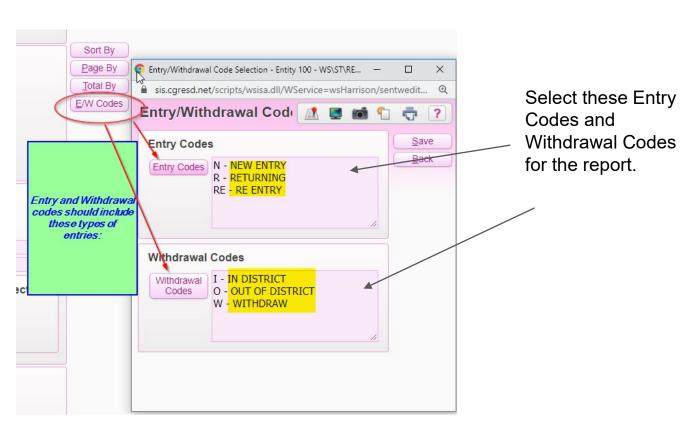
Settings for Sort By, Page By and Total By on the next slide.







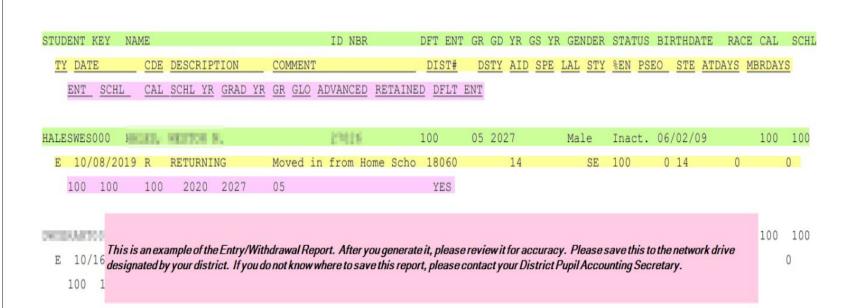
Total By Setting



Female Active 04/18/10

100

100

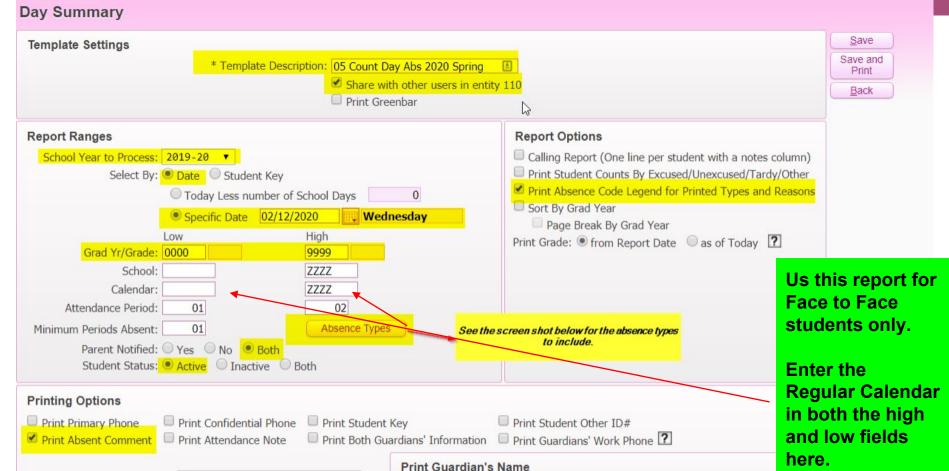


100

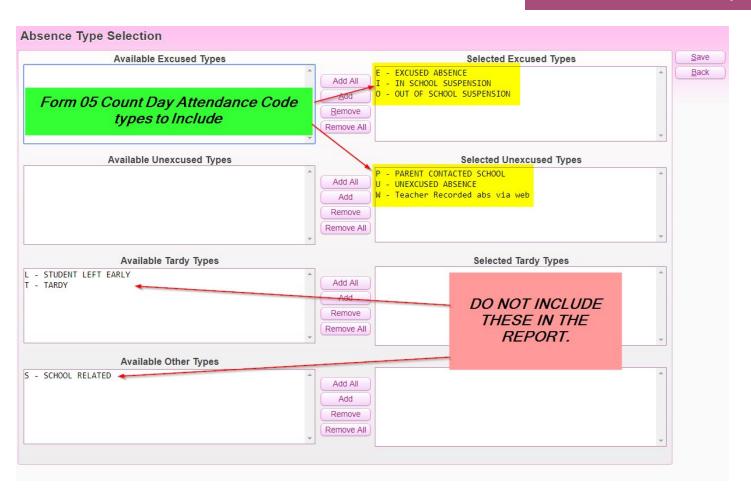
03 2020

PRINCIPAL PRINCIPAL COMP. IN

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



Document #5 Count Day Absence Report



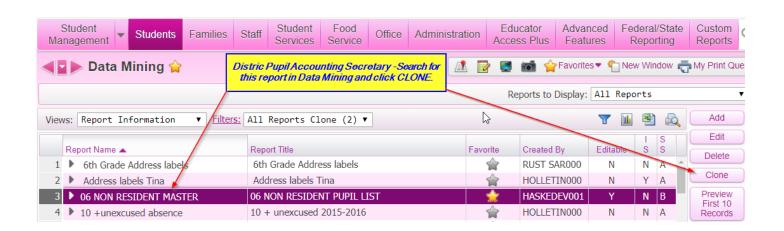
Face to Face students Only.

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

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.



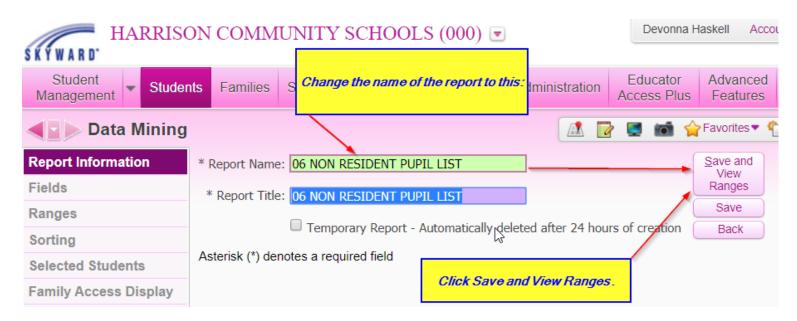
DISTRICT LEVEL PUPIL ACCOUNTING SECRETARY ONLY!!!-

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.

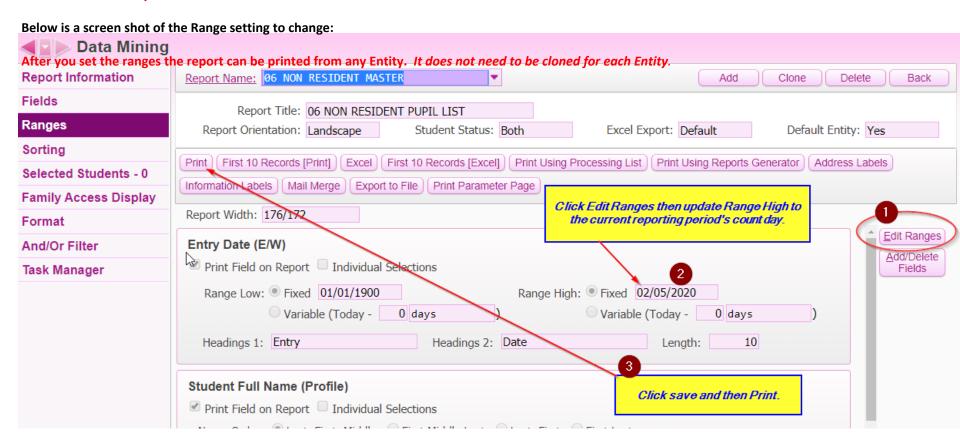
Below is a screen shot of the Range setting to change:

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



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

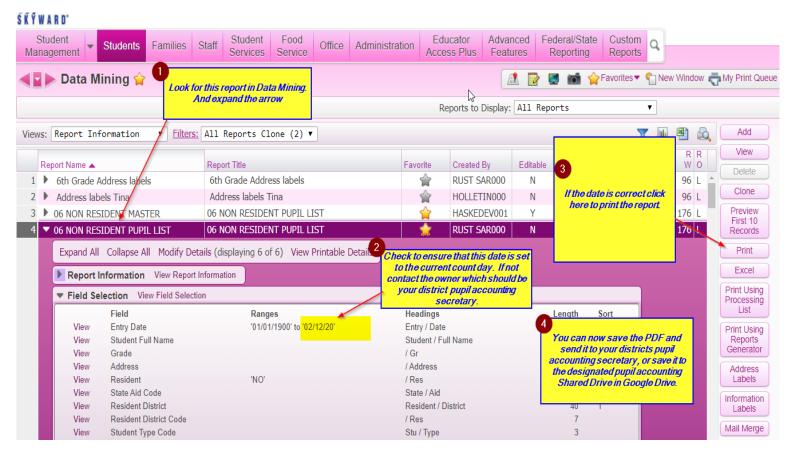
- 1. Edit the Entry Date High Range and make it the current Count Day.
- 2. Notify your building secretaries that they can print the report following the directions in the Building Secretary instructions that follow this section. They SHOULD NOT CLONE THE REPORT.



**BUILDING SECRETARIES do the following:

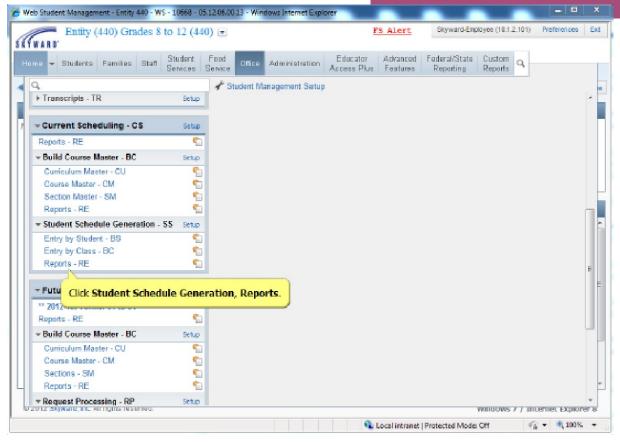
Document #6.2 Non Resident Pupil List

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

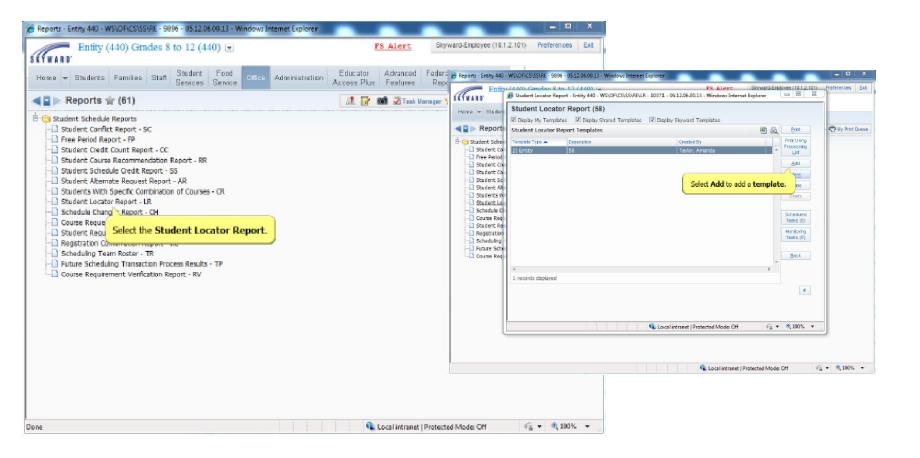


**Remember
this report
does not need
to be cloned
by the
building
secretary.
JUST RUN IT...

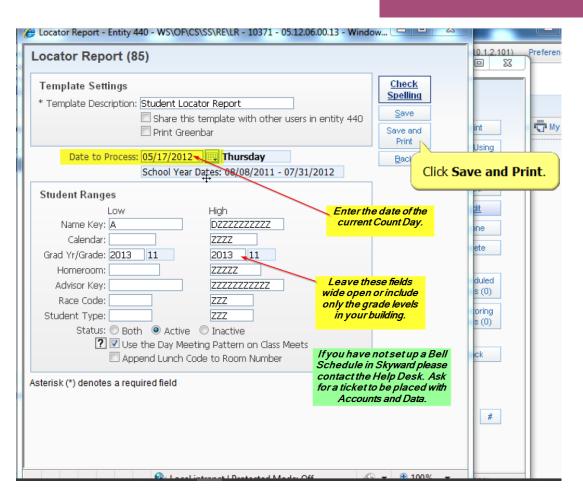
Document # 10 Count Day Schedules Office/Current Scheduling/Student Schedule Generation/Report/Student Locator Report



Document # 10 Count Day Schedules



Document # 10 Count Day Schedules



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