

Intradistrict Communication

DATE: July 18, 2024

TO: Secondary Principals
Secondary Assistant Principals
Secondary Attendance Secretaries
Secondary Registrars

FROM: Michael Anderson, Associate Superintendent
Travis Hamblin, Director, Student Services
Caleb Olson, Enrollment Consultant, Student Services

SUBJECT: Assigning Discipline Officers and Counselors for New-to-School Secondary Students (2024-25)

Each year in August, Information Systems runs a utility to assign secondary students a discipline officer and a counselor in Skyward.

Counselors must be active on each school's Staff screen in order to be assigned to students. In order to be assigned as a discipline officer, an individual must:

1. Be a District-appointed administrator or administrative intern. Individuals completing internship hours through an assignment by Human Resources who have not been officially appointed as an administrative intern by the District should not be assigned as discipline officers.
2. Have the "Discipline Officer" box marked on their individual profile on the school's "Staff" screen.

This utility will be run in early August to update all students enrolled at that point in time. After the initial utility has been run, Information Systems cannot easily "mass assign" discipline officers or counselors for schools. The utility, if run later in the year, would overwrite any custom assignments made by the school. In order for certain processes to successfully run in Skyward, however, discipline officers and counselors must be assigned for students who enroll after the utility has been run. This should be done as part of the registration process. An individual with responsibility for entering the student into Skyward should verify that the "Entity Info" screen has an appropriate individual assigned under "Discipline Officer", "Counselor", and "Advisor". This process will need to be completed for students who are new to the District and for those who are transferring from another District location. Making this a part of the enrollment process will help ensure that discipline can be reported and processed accurately.

For the 2024-25 school year, information on the alphabet assignments for assistant principals and counselors will be taken from the school's update to the Assistant Principal Directory. In order for the utility to be run in a timely manner, schools should complete updates to the directory by July 31, 2024. The directory can be updated at this link: <https://docs.google.com/spreadsheets/d/1GIy82OtQIsQ4ul40HcWhfRatxB6NNmKzDNQiddOX5m0/>

Questions on entering discipline officers may be directed to the help desk in Information Systems at x88737. General questions on recording discipline may be directed to Caleb Olson in Planning & Enrollment at x88251.