Intradistrict Communication

DATE: May 13, 2021

TO: Principals
                Attendance Secretaries

FROM: Administrator of Schools
                Michael Anderson, Associate Superintendent
                Travis Hamblin, Director of Student Services
                Caleb Olson, Consultant, Planning & Enrollment

SUBJECT: Entering Attendance in Skyward for the Last Six (6) Days of the School Year

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Daily attendance for students will be taken up to the very end of the school year. Skylert notices will go home to families which will report accurate information as students attend school through the end of the school year. The "same as" attendance dates utility in Skyward may be applied after the last Skylert is sent home to parents on the last day of school.

- Elementary School Skylerts go out at 10:30 am (PM Kindergarten at 1:45 pm Mon-Thu and 12:45 pm Fri) – The "same as" days may be applied any time after 10:30 am on the last day of school and must be completed by 5:00 pm on the last day of school.
- Secondary School Skylerts go out at 6:00 pm and must be completed by Monday, June 7^h at 3:00 pm.

Application of "same as" days: The last 6 days of school attendance is taken as students attend school. Typically, the first 3 days of those 6 you will have better attendance than the last 3 of those 6 days. This is how you apply the "same as" days.

- Scenario #1 – A student attends all 6 days – no change in their attendance.
- Scenario #2 – A student attends the first 3 days and not the last 3 days; change their last 3 days attendance to present. (After the last Skylert goes out reporting their absence.)
- Scenario #3 – A student does not attend the first 3 days and attends the last 3 days; no change to the last 3 days. Count their attendance as though they were present.

Each school should first run the "2021 Same as Days" report prepared by Information Systems. There is one report for traditional schools and two reports (one for Track A and one for Tracks B-C-D) for year-round schools. To access the report, navigate in Skyward to Student management > Office > Attendance > Reports, then select "Attendance Detail and Summary". Select and run the report template for your school titled "2021 – Same as Days". Use this report to create a list of students to double-check for accuracy after running the Attendance Clone.

Use the Attendance Cloning Utility created by Information Systems to copy attendance from the first 3 days to the last 3 days. Information on running this utility is available in the Information Systems "Skyward+ Documentation", available here or by clicking the "Documentation" link at http://is.jordan.k12.ut.us. Navigate to the "Attendance" folder and find the "Year End Attendance Clone Utility" PDF.

	Last Day for Attendance	All Attendance Entries Completed By
Traditional	June 4, 2021	June 7, 2021, at end of day
YRE Track A	June 11, 2021	June 12, 2021, at end of day
YRE Tracks B, C, and D	July 2, 2021	July 6, 2021, at end of day

The final Membership Report will be run and kept at the District Office.

NOTE: Teachers may print their report cards any time during the last week of school as their grades are final and they are ready to print. The attendance on the printed report card will not reflect the "same as" days.