

Intradistrict Communication

DATE: April 10, 2019

TO: Principals
Administrative Assistants
Attendance Secretaries

FROM: Administrator of Schools
Dr. Anthony Godfrey, Associate Superintendent
Travis Hamblin, Planning & Student Services

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

Daily attendance for students will be taken up to the very end of the school year. Skylert notices will go home to families that 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 Skylert’s go out at 10:30 am – 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.
- Middle/High School Skylerts go out at 4:00 pm and must be completed by Monday, June 1st at 3:00 pm.

The attendance report set up by Information Systems for the last six (6) days is:

Office/Attendance /Reports/Attendance Detail or Summary/Add/Name the Report:

- 18-19 “Same As Days” report (YRE will have an A Track report and a B/C/D Track Report)
 - **YRE Schools ONLY** – For the A Track Calendar only - Student Selections: Choose Ranges; Low =A; High =AZZZ
- Report Ranges
 - Schl Yr to Rpt = 2018-2018
 - Absence Date = Change the date range to the last six (6) days of school. If you are a YRE school, it is the last six (6) days for that Track
- Attendance Period: = default
- Periods Absence: = default
- Parent Notified = Both
- Absence Types
 - C, E, F, I, O, V, A, G, W, U, H, K, S
- Report Options – choose:
 - Print Absence Types
 - Print Absence Periods
- Formatting Options
 - Last Name/First Name
 - Format Type: Days missed
- Save and Print

You will not need to change any attendance showing as present. Only absences showing in the last six (6) days will need to be compared to the first six (6) days attendance for changes.

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.

Traditional – last day for taking attendance is May 31, 2019. All attendance Entries in Skyward needs to be completed by June 1, 2019, end of day.

YRE Track A – last day for taking attendance is June 5, 2019. All attendance Entries in Skyward needs to be completed by June 6, 2019, end of day.

YRE Tracks B, C, and D – last day for taking attendance is July 2, 2019. All attendance entries in Skyward needs to be completed by July 3, 2019, end of day.

The final Membership Report will be ran 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.

Please contact Carmen (801.567.8183) in Planning and Student Services should you have any questions.