

# Intradistrict Communication

DATE: April 30, 2026

TO: Principals  
Elementary Administrative Assistants  
Secondary Attendance Secretaries

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

SUBJECT: 2025-26: Entering Attendance in Skyward for the Last Six (6) Days of the School Year

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**PRINCIPALS: Please ensure attendance staff receive this memo, as many do not receive the JAM directly.**

Daily attendance for students will be taken up to the very end of the school year. Attendance 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 notice is sent home to parents on the last day of school.

- Elementary School attendance calls 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 attendance notices go out at 6:00 pm and “same as” day utilities must be completed by Monday, June 8 at 3:00 pm.

Please refer to the following documentation from Information Systems on running the attendance utility and related reports:

- [Attendance Detail and Summary Report – Year End “Same As Days”](#)
- [Year End Attendance Clone Utility](#)