

Intradistrict Communication

DATE: May 11, 2023

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: Entering Attendance 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 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 “same as” day utilities must be completed by Monday, June 6th at 3:00 pm.

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

Documentation Name	Link	QR Code
Attendance Detail and Summary Report Year End Same As Days	Google Drive Link	
Year End Attendance Clone Utility	Google Drive Link	

Questions on running the reports or the clone utility may be directed to Terry Gammon in Information Systems, x88410