

Intradistrict Communication

DATE: May 22, 2025

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

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 9 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	