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## Skyward Student Management - Custom Reports (Crystal Reports)

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## Skyward Student Management - Custom Reports (Crystal Reports)

### [Available Attendance Reports in Crystal](#)

1. [Average Attendance by Term](#) [\(Report Display\)](#) [\(Parameters\)](#)

Mimics the Average Attendance by Term/Period Skyward report. However, this report allows users to run for previous years and for a specified date range instead of the start of the year to an end date, but it does not break out data by term. (File Name: WSOFAT007)

2. [Complete Student Atnd History](#) [\(Report Display\)](#) [\(Parameters\)](#)

This report will show selected students' complete attendance history across all entities. Features filtering by entity, student, and number of attendance records; school year ranges; dynamic sorting. Users can choose whether or not to show comments for attendance records that have them. (File Name: WSSTAT001)

3. [Daily Attendance](#) [\(Report Display\)](#) [\(Parameters\)](#)

This report will show attendance records for students meeting all of the criteria included in the parameters including (but not limited to): number of records, absence type (E/U/O/T), daily attendance code, and more. (File Name: WSOFAT006)

4. [Homeless Student Atnd Detail](#) [\(Report Display\)](#) [\(Parameters\)](#)

This report will show attendance detail records for students who have an active and current homeless record. Features filtering on student default entities, specific students, and attendance detail date ranges. (File Name: WSSTAT002)

5. [Recorded Attendance](#) [\(Report Display\)](#) [\(Parameters\)](#)

Mimics the Recorded Attendance Report Skyward report (WS\OFAT\RE\AR\DR\RC) but allows users to run for previous years. (File Name: WSOFAT008)

6. [Student Attendance Analysis](#) [\(Report Display\)](#) [\(Parameters\)](#)

This report will show the number of students with an attendance record for a given calendar day and the percentage of students who have a record for that day. Users can enter a collection dates to separate from the rest of the calendar dates to see if there is a trend in absences in those days compared to the remaining days.

The report only runs for one entity at a time, and can only run for the current school year. Features filtering by calendar date and attendance code type. (File Name: WSSTAT003)

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## Skyward Student Management - Custom Reports (Crystal Reports)

7. [Student Attendance for Previous X Days](#) ([Report Display](#)) ([Parameters](#))

This report will show attendance records for students for the last X number of days, where X is a user-supplied number. Includes filters for entity, whether or not day status is populated, and by entering the name of a processing list. Features PDF and Excel export. (File Name: WSSTAT007)

8. [Student Attendance Groups by Count](#) ([Report Display](#)) ([Parameters](#))

This report will group students together by the number of attendance records with A or U day statuses. The groups are 5-7, 8-9, or 10+ attendance records. Runs by entity; features detail or summary view and Excel or PDF export. (File Name: WSSTAT005)

9. [Student Period Attendance](#) ([Report Display](#)) ([Parameters](#))

This report will show period attendance totals for selected attendance codes. The report can show only students who have no more than a certain number of attendance codes in any one period. Features entity, attendance date, and attendance code filtering. (File Name: WSSTAT006)

10. [Suspension Absences](#) ([Report Display](#)) ([Parameters](#))

Given an in-school (e.g. I) and out-of-school (e.g. O) suspension code and attendance range, this report will display totals of absences attributed to each absence code. Totals are broken down by entity and then by grade. (File Name: WSSTAT004)

11. [Unrecorded Attendance](#) ([Report Display](#)) ([Parameters](#))

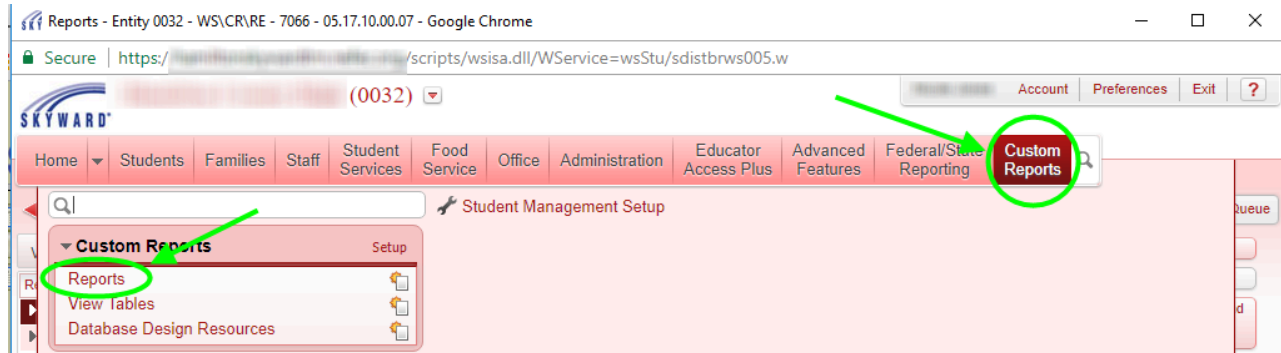
Mimics the Unrecorded Attendance [Skyward] Report at WS\OFAT\RE\AR\DR\UC, but allows users to run for previous years. (File Name: WSOFAT009)

To access these reports: Please submit a request to your District MIS contact

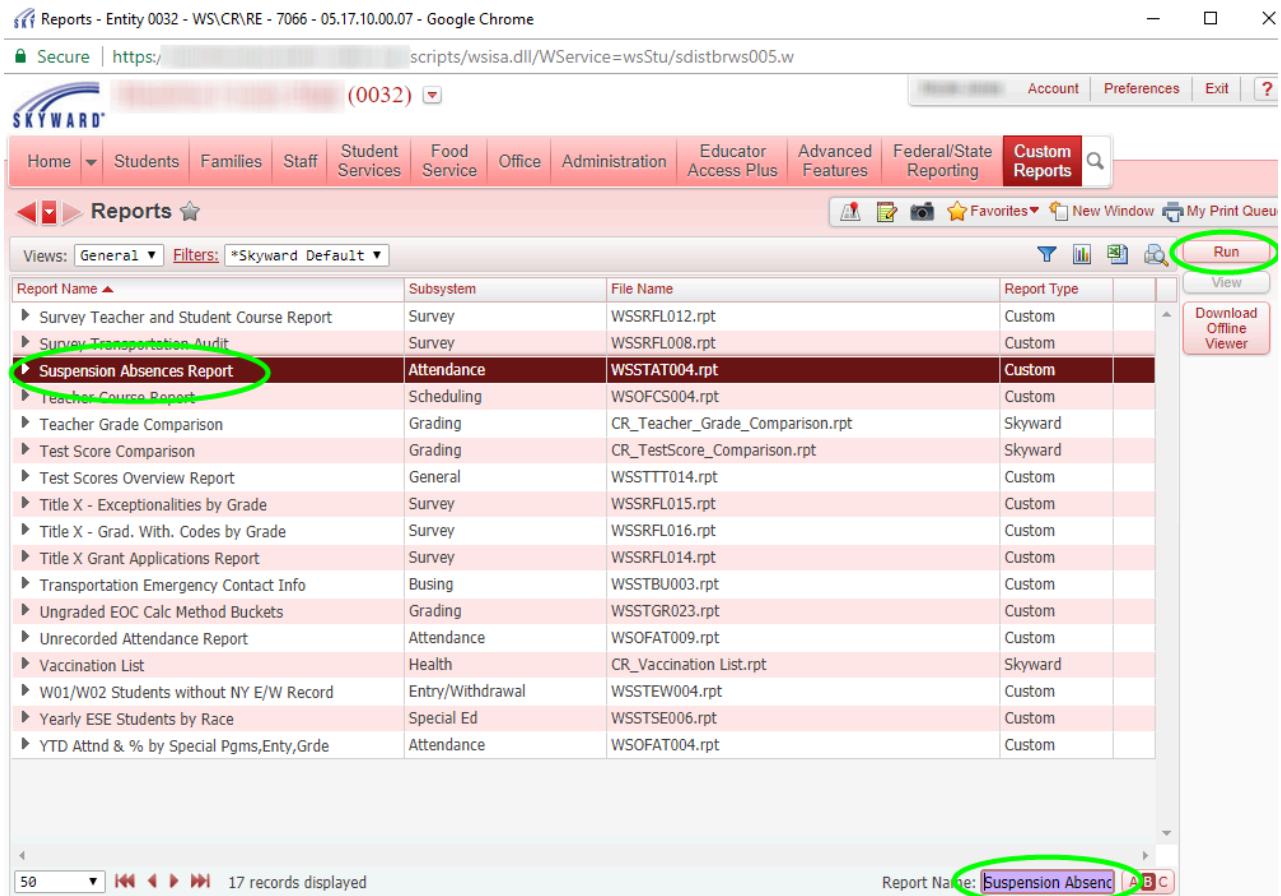
## Skyward Student Management - Custom Reports (Crystal Reports)

### Running a Custom Report aka "Crystal Report"

1. Navigate to "Custom Reports" then click on "Reports"



2. Type in the name of the report that you would like to run in the "Report Name" box located in the lower right hand corner of the screen and push "Enter" on your keyboard. Select the name of the report you would like to run and the click on "Run" located on the right side of the screen.



## Skyward Student Management - Custom Reports (Crystal Reports)

3. Fill in the fields and click "Print" (Some of these reports can get lengthy. It is a good idea to only print the first few pages of a report to be sure that the report is providing the needed information before processing the full report.)

Prompt Values - Entity 0032 - WS\CR\RE - 7066 - 05.17.10.00.07 - Google Chrome

Secure | https://.../scripts/wsisa.dll/WService=wsStu/quickedit001.w?DWA=0x000000..

### Prompt Values

Report Name: Suspension Absences Report

Report Comment: Given an in-school (e.g. I) and out-of-school (e.g. O) suspension code and attendance range, this report will display totals of absences attributed to each absence code. Totals are broken down by entity and then by grade.

Export Method: PDF Export Options

**Page Range**

☒ All  
☐ Page Range  
 From: 0 To: 0

☒ Create bookmarks from group tree

**Print** **Reset** **Back**

Enter specific entities to include in the report. EntityID

Enter a Value > Selected Values

0032

**Remove** **Remove All**

Enter the lowest attendance date to include in the report. AtndDateLow

Enter a Value 08/28/2017 Monday

Enter the highest attendance date to include in the report. AtndDateHigh

Enter a Value 10/20/2017 Friday

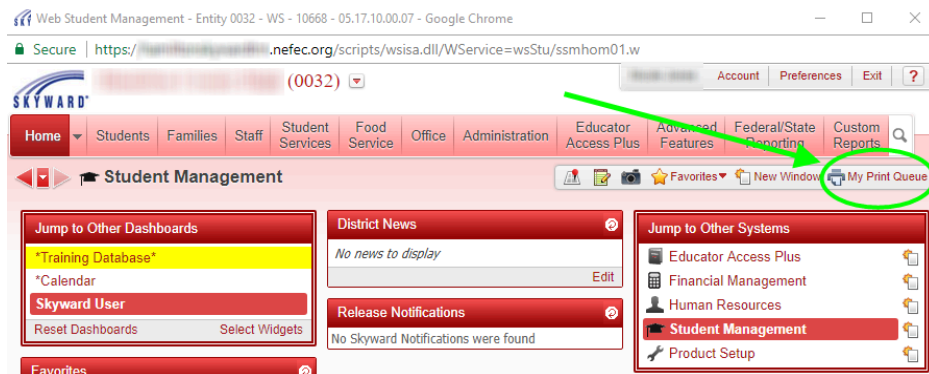
Enter your in-school suspension attendance code below. This code will be used to look for students who missed a period/day due to in-school suspension.

## Skyward Student Management - Custom Reports (Crystal Reports)

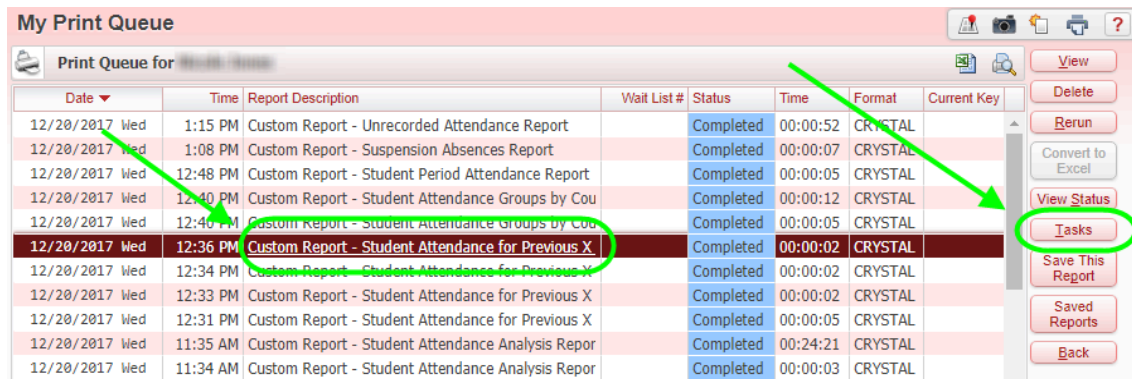
### Scheduling a report to run every day, week, etc as a Scheduled Task

(The “Student Attendance for Previous X Days” works very well as a scheduled task. The other Custom Reports may not work as well depending on what information you are needing and how you have your parameters set. However, this feature can be used to schedule other Attendance Reports in Skyward to run automatically.)

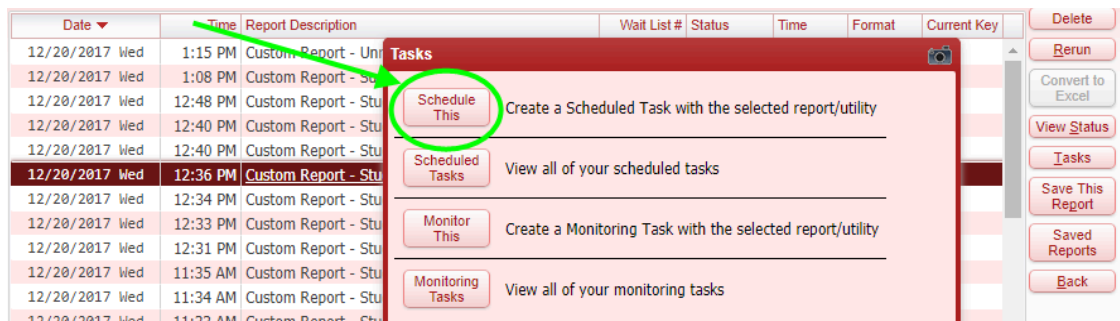
1. After you have already run the report that you would like to schedule, Click on “My Print Queue”



2. Select the report that you would like to schedule and click “Tasks”



3. Click “Schedule This” on the screen that pops up



## Skyward Student Management - Custom Reports (Crystal Reports)

4. Fill in the fields indicating the “Task Description”, the frequency that this report should process, and the email address to whom the results should be sent. These reports can also be retrieved from “My Print Queue”.

Scheduled Task Maintenance - Entity 0032 - 05.17.10.00.07 - Google Chrome

Secure | https://.../scripts/wsis.dll/WService=wsStu/qprntedit004.w?isPopu...

### Scheduled Task Maintenance

**Task Information**

Task Status: ☒ Active ☐ Inactive Entity: 0032

\* Task Description: Custom Report - Student Attendance for Previous 45 Days

*Task cannot be synchronized because there is no associated template.*

\* Start Date: 08/10/2017 Thursday \* Start Time: 02:00 PM

\* End Date: 06/30/2018 Saturday

**Day(s) of the week**

☐ Mon ☒ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

Week(s) of the month (1-6)

☒ First ☒ Second ☒ Third ☒ Fourth ☒ Fifth ☒ Sixth

**Month(s) of the year**

☒ January ☒ February ☒ March ☒ April ☒ May ☒ June  
☒ July ☒ August ☒ September ☒ October ☒ November ☒ December

**Additional Export Options**

Spreadsheet Format: User Preference

*Spreadsheet Format will only apply to reports that produce spreadsheets*

Email Results To: @nefec.org

Export Location:

Test Export Location

**Task Manager**

☐ Add to Notifications widget in SkyPort when completed.

User Selection:

Selected Names:

Add Remove Remove All

**FTP - Upload the results file to the selected FTP Connection**

FTP Connection: Clear

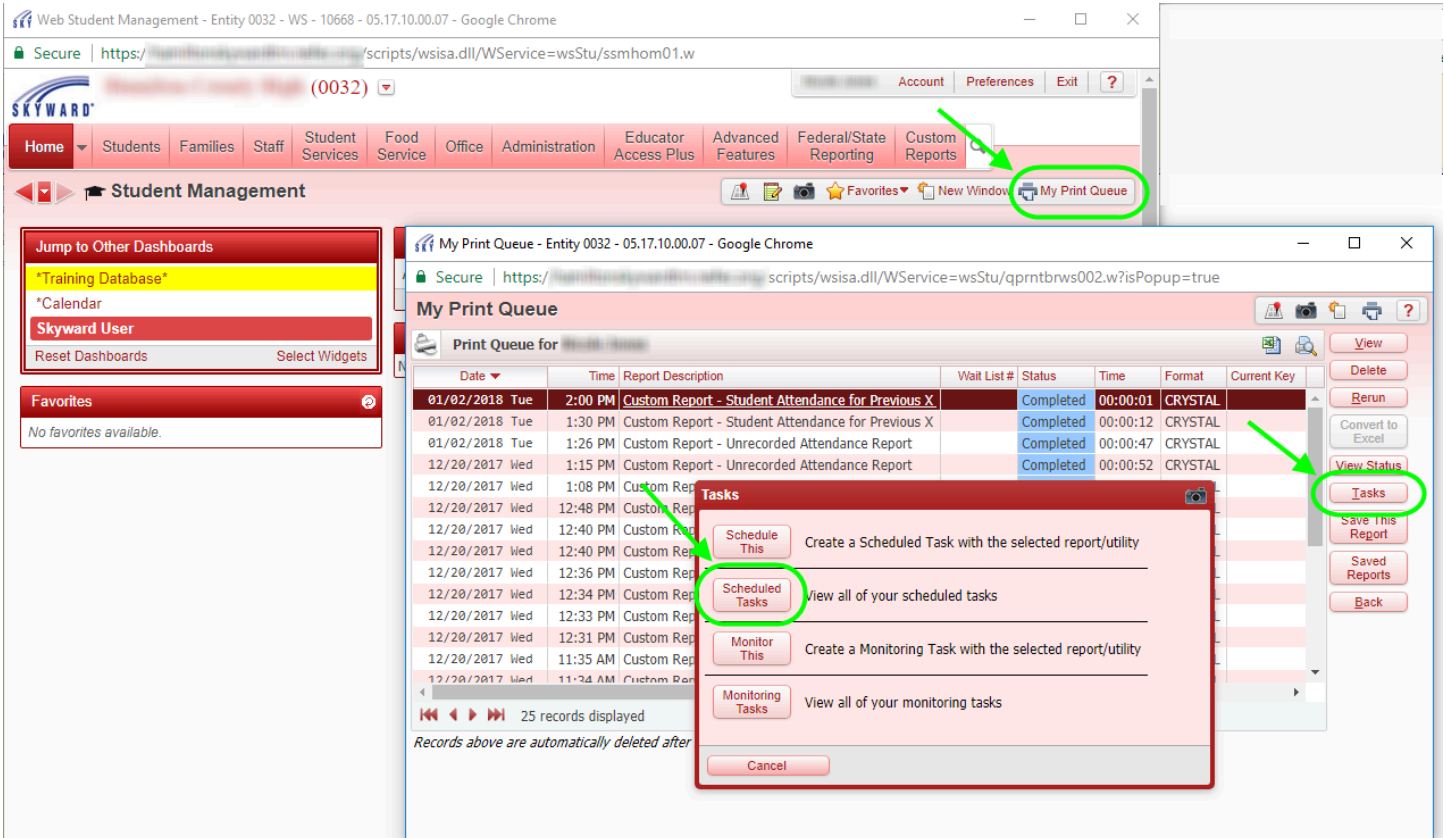
Asterisk (\*) denotes a required field



## Skyward Student Management - Custom Reports (Crystal Reports)

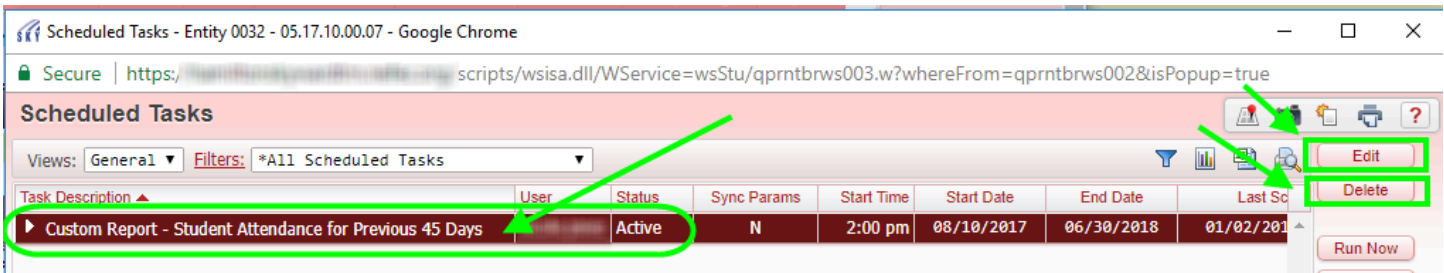
5. To edit or stop a Scheduled Task from processing,

a. Navigate to My Print Queue>Tasks>Scheduled Tasks



The screenshot shows the Skyward Student Management web application. The top navigation bar includes links for Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, Custom Reports, and My Print Queue. The 'My Print Queue' link is highlighted with a green circle. Below the navigation bar, the 'My Print Queue' page is displayed, showing a list of reports. A 'Tasks' modal window is open, showing options to 'Schedule This', 'Scheduled Tasks', 'Monitor This', and 'Monitoring Tasks'. The 'Scheduled Tasks' option is highlighted with a green circle. The 'Tasks' modal window is also highlighted with a green circle.

b. Select the Scheduled Task that you would like to change. Click “Edit” if you would like to make changes. Click “Delete” if you would like to stop this task from running.



The screenshot shows the 'Scheduled Tasks' page in the Skyward Student Management web application. The page displays a table of scheduled tasks. The first task, 'Custom Report - Student Attendance for Previous 45 Days', is highlighted with a green circle. The 'Edit' and 'Delete' buttons are also highlighted with green circles. The 'Run Now' button is visible at the bottom right.

Task Description	User	Status	Sync Params	Start Time	Start Date	End Date	Last Sc
Custom Report - Student Attendance for Previous 45 Days		Active	N	2:00 pm	08/10/2017	06/30/2018	01/02/201



## Skyward Student Management - Custom Reports (Crystal Reports)

### Report Displays

#### 1. "Average Attendance By Term" Report [Parameters](#)

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*Mimics the Average Attendance by Term/Period Skyward report. However, this report allows users to run for previous years and for a specified date range instead of the start of the year to an end date, but it does not break out data by term.*

05.14.02.00.11-10.2

Average Attendance by Period

Page 1 of 2

Grade: 12

Calendar: 0032

Attendance Dates: 01/13/2016 - 03/17/2016

School Year: 2016

Absence Types: All

GY 2016 Totals			
Period	Per Possible	Per Absences	% Attended
00	4,563	0	100.0000%
01	4,563	875	80.8240%
02	4,563	630	86.1933%
03	4,563	576	87.3767%
04	4,563	523	88.5382%
05	4,563	581	87.2671%
06	4,563	541	88.1438%
07	4,563	431	90.5545%
08	4,563	17	99.6274%
09	4,563	17	99.6274%
10	4,563	17	99.6274%



## Skyward Student Management - Custom Reports (Crystal Reports)

### 3. "Daily Attendance" Report Parameters

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*This report will show attendance records for students meeting all of the criteria included in the parameters including (but not limited to): number of records, absence type (E/U/O/T), daily attendance code, and more.*

05.12.06.00.20-10.2

Daily Attendance Report

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Entity	Student Alphakey	Student Name (Last, First M.)	Grad Yr/Gr	Status	Gender	Lunch	ELL	XCP
	Atnd Date	Daily Status Code	Attendance Type					
0032	00000000000000000000	00000000, LALITRA M.	2018/10	Active	Female	Free	N/A	N/A
	01/25/2016	M - Medical	E - Excused					
	02/05/2016	M - Medical	E - Excused					
	02/08/2016	M - Medical	E - Excused					
	02/23/2016	S - School Activity	O - Other					
	02/29/2016	U - Unexcused	U - Unexcused					
	03/01/2016	M - Medical	E - Excused					
	03/02/2016	U - Unexcused	U - Unexcused					
	03/09/2016	U - Unexcused	U - Unexcused					
	03/28/2016	U - Unexcused	U - Unexcused					
	03/30/2016	U - Unexcused	U - Unexcused					
	04/05/2016	U - Unexcused	U - Unexcused					
	04/13/2016	O - Out School Susp	U - Unexcused					
	05/09/2016	U - Unexcused	U - Unexcused					
	05/17/2016	U - Unexcused	U - Unexcused					
	14							
	Excused: 4	Other: 1	Tardy: 0	Unexcused: 9				
0032	00000000000000000000	00000000, TADAMAS B.	2018/10	Active	Female	Free	N/A	N/A
	01/26/2016	P - Parent Note	E - Excused					
	01/29/2016	P - Parent Note	E - Excused					
	02/23/2016	P - Parent Note	E - Excused					
	03/17/2016	S - School Activity	O - Other					
	03/18/2016	S - School Activity	O - Other					
	04/07/2016	I - In School Susp	O - Other					
	04/15/2016	S - School Activity	O - Other					
	04/21/2016	M - Medical	E - Excused					
	05/10/2016	U - Unexcused	U - Unexcused					
	05/12/2016	U - Unexcused	U - Unexcused					
	10							
	Excused: 4	Other: 4	Tardy: 0	Unexcused: 2				

## Skyward Student Management - Custom Reports (Crystal Reports)

### 4. "Homeless Student Atnd Detail" Report Parameters

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*This report will show attendance detail records for students who have an active and current homeless record. Features filtering on student default entities, specific students, and attendance detail date ranges.*

05.14.10.00.05-10.2

Homeless Student Attendance Detail Report

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Date Range: 08/10/2017 - 10/20/2017

Default Entity	Student Name (Last, First M.)	Other ID	Grad Yr / Gr	Homeless Information					
Entity	Student Name (Last, First M.)	Other ID	Grad Yr / Gr	Start Date	End Date	PK-12	Cause	Unacc. Youth?	
Atnd Entity	School Year	Atnd Date	Attendance Daily Code	Attendance Type					
0032	ALPHEUS, ALBERTIN	00000000000000000000	2020 / 10	10/11/2017		B	O	No	
0032	2018	09/26/2017	U - Unexcused	Unexcused					
0032	2018	10/02/2017	E - Excused	Excused					
0032	2018	10/03/2017	E - Excused	Excused					
0032	2018	10/04/2017	E - Excused	Excused					
0032	2018	10/05/2017	E - Excused	Excused					
0032	2018	10/06/2017	E - Excused	Excused					
0032	2018	10/09/2017	U - Unexcused	Unexcused					
		7							
Excused: 5		Unexcused: 2		Tardy: 0		Other: 0			

0032	ALPHEUS, ALBERTIN	00000000000000000000	2019 / 11	08/28/2017		B	O	No
0032	2018	09/27/2017	M - Medical	Excused				
		1						
Excused: 1		Unexcused: 0		Tardy: 0		Other: 0		

0032	ALPHEUS, ALBERTIN	00000000000000000000	2022 / 08	08/28/2017		B	O	No
0032	2018	10/19/2017	M - Medical	Excused				
		1						
Excused: 1		Unexcused: 0		Tardy: 0		Other: 0		

## Skyward Student Management - Custom Reports (Crystal Reports)

### 5. "Recorded Attendance" Report [Parameters](#)

[Back to Attendance Reports](#)

*Mimics the Recorded Attendance Report Skyward report (WS\OF\AT\RE\AR\DR\RC) but allows users to run for previous years.*

05.14.10.00.04-10.2		Recorded Attendance Report			Page 1 of 35
DATE: 08/28/2017		PERIOD: 1			
Alphakey	Teacher Name (Last, First M.)	Finished	Course/Section	Course/Section	
		8:19 AM	88004201 / 3001	HOSP & TOUR OJT	
		8:40 AM	8800510 / 3001	CULINARY ARTS 1	
		8:24 AM	8800530 / 3001	CULINARY ARTS 3	
		9:56 AM	1001070 / 3001	M/J LANG ARTS 3	
		9:15 AM	2000320 / 3001	BIO 1 HON	
		9:14 AM	2109310 / 3001	WORLD HIST	
		9:14 AM	21060108 / 3001	M/J CIVICS	
		8:52 AM	2002110 / 3001	M/J COMPRE SCI 3 ADV	
		3:04 PM	2001310 / 3001	ERTH/SPA SCI	
		9:15 AM	12050708 / 3001	M/J PRE-ALG	
		8:58 AM	1501340 / 1001	WEIGHT TRAIN 1	
		8:20 AM	1501350 / 1001	WEIGHT TRAIN 2	
		8:55 AM	1501360 / 1001	WEIGHT TRAIN 3	
		8:20 AM	1501380 / 3001	PERS FIT TRAINER	
		8:20 AM	1501410 / 1001	POWER WEIGHT TRAIN 1	
		15			

05.14.10.00.04-10.2		Recorded Attendance Report			Page 2 of 35
DATE: 08/29/2017		PERIOD: 1			
Alphakey	Teacher Name (Last, First M.)	Finished	Course/Section	Course/Section	
		8:09 AM	88004201 / 3001	HOSP & TOUR OJT	
		8:09 AM	8800510 / 3001	CULINARY ARTS 1	
		8:09 AM	8800530 / 3001	CULINARY ARTS 3	
		8:09 AM	8845130 / 3001	HOS & TOUR INTERN	
		8:36 AM	1001070 / 3001	M/J LANG ARTS 3	
		8:13 AM	8106810 / 3001	AGRISCI FOUND 1	
		12:12 PM	1506320 / 3001	HOPE-PE V	
		9:05 AM	2109310 / 3001	WORLD HIST	
		8:35 AM	21060108 / 3001	M/J CIVICS	
		3:05 PM	1800300 / 3001	AF AERO SCI 1	
		8:19 AM	1001340 / 3001	ENG 2	
		8:18 AM	2002110 / 3001	M/J COMPRE SCI 3 ADV	
		8:43 AM	2001310 / 3001	ERTH/SPA SCI	
		8:54 AM	12050708 / 3001	M/J PRE-ALG	
		8:26 AM	1501340 / 1001	WEIGHT TRAIN 1	
		8:14 AM	1501350 / 1001	WEIGHT TRAIN 2	
		8:15 AM	1501360 / 1001	WEIGHT TRAIN 3	
		8:15 AM	1501380 / 3001	PERS FIT TRAINER	
		8:15 AM	1501410 / 1001	POWER WEIGHT TRAIN 1	
		19			

## Skyward Student Management - Custom Reports (Crystal Reports)

### 6. "Student Attendance Analysis" Report

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#### Parameters

This report will show the number of students with an attendance record for a given calendar day and the percentage of students who have a record for that day. Users can enter a collection dates to separate from the rest of the calendar dates to see if there is a trend in absences in those days compared to the remaining days.

05.15.02.00.04-10.2	Student Attendance Analysis Report	Page 1 of 6
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All Attendance Codes

Entity ID							
Grad Year / Grade							
Date Type				Absence Types			
Attendance Date	# Attendance Records	# Enrolled Students	% w/ Attendance	Exc	Unexc	Tardy	Other
0032							
2018 / 12							
For Analysis							
08/28/2017	0	86	0.00%				
09/18/2017	0	88	0.00%				
09/19/2017	1	88	1.14%		1		
09/25/2017	7	88	7.95%	1	6		
09/26/2017	2	88	2.27%		2		
10/02/2017	3	88	3.41%		3		
10/03/2017	3	88	3.41%		3		
10/09/2017	7	88	7.95%	1	4		2
10/10/2017	1	88	1.14%		1		
10/16/2017	2	88	2.27%		2		
10/17/2017	3	88	3.41%	1	2		
For Analysis	29	966	3.00%	3	24	0	2
Other Dates							
08/29/2017	0	87	0.00%				
08/30/2017	0	87	0.00%				
08/31/2017	0	87	0.00%				
09/01/2017	0	87	0.00%				
09/05/2017	0	88	0.00%				
09/06/2017	0	88	0.00%				
09/07/2017	0	88	0.00%				
09/20/2017	7	88	7.95%	2	5		
09/21/2017	4	88	4.55%	1	3		
09/22/2017	3	88	3.41%	2	1		
09/27/2017	6	88	6.82%	2	4		
09/28/2017	5	88	5.68%	1	3		1
09/29/2017	3	88	3.41%		2		1
10/04/2017	3	88	3.41%		3		
10/05/2017	8	88	9.09%		8		
10/06/2017	3	88	3.41%				3
10/11/2017	1	88	1.14%		1		
10/12/2017	0	88	0.00%				
10/13/2017	5	88	5.68%	1	4		
10/18/2017	4	88	4.55%	1	3		
10/19/2017	3	88	3.41%	2	1		
10/20/2017	0	88	0.00%				
Other Dates	55	1,932	2.85%	12	38	0	5
2018 / 12	84	2,898	2.90%	15	62	0	7



## Skyward Student Management - Custom Reports (Crystal Reports)

### 7. "Student Attendance for Previous X Days" Report Parameters

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*This report will show attendance records for students for the last X number of days, where X is a user-supplied number. Includes filters for an entity, whether or not the day status is populated, and by entering the name of a processing list. Features PDF and Excel export.*

05.15.06.00.08-10.2 **Student Attendance For Previous 44 Days** Page 2 of 5

High Thursday, November 09, 2017

Date Range: Mon, Nov 06, 2017 to Wed, Dec 20, 2017

Student Name (Last, First M.)	Other ID	Grad Yr / Gr	Day Status	Period Attendance Type and Reason Codes							
				- 01 -	- 02 -	- 03 -	- 04 -	- 05 -	- 06 -	- 07 -	- 08 -
STUDENT NAME (Last, First M.)	2400722734	2019 / 11		U							
STUDENT NAME (Last, First M.)	2421000029	2022 / 08		U							
STUDENT NAME (Last, First M.)	2420000000	2021 / 09		U							
STUDENT NAME (Last, First M.)	2410000000	2019 / 11		U							
STUDENT NAME (Last, First M.)	2400723004	2020 / 10			U						
STUDENT NAME (Last, First M.)	2400723403	2020 / 10			U						
STUDENT NAME (Last, First M.)	2400724000	2020 / 10		T							
STUDENT NAME (Last, First M.)	2400723000	2020 / 10			U						
STUDENT NAME (Last, First M.)	2420000100	2021 / 09		U							
STUDENT NAME (Last, First M.)	2400724000	2022 / 08		U							
STUDENT NAME (Last, First M.)	2400723700	2022 / 08		U							
STUDENT NAME (Last, First M.)	2400723107	2021 / 09		U							

Number of attendance records for Thu, Nov 09, 2017: 12

05.15.06.00.08-10.2 **Student Attendance For Previous 44 Days** Page 3 of 5

Wednesday, November 08, 2017

Date Range: Mon, Nov 06, 2017 to Wed, Dec 20, 2017

Student Name (Last, First M.)	Other ID	Grad Yr / Gr	Day Status	Period Attendance Type and Reason Codes							
				- 01 -	- 02 -	- 03 -	- 04 -	- 05 -	- 06 -	- 07 -	- 08 -
STUDENT NAME (Last, First M.)	2400723000	2022 / 08		U							
STUDENT NAME (Last, First M.)	2421000029	2022 / 08		U							
STUDENT NAME (Last, First M.)	2410000000	2018 / 12		U							
STUDENT NAME (Last, First M.)	2400723004	2020 / 10			U						
STUDENT NAME (Last, First M.)	2400723000	2020 / 10			U						
STUDENT NAME (Last, First M.)	2400723100	2021 / 09		U							
STUDENT NAME (Last, First M.)	2400724000	2022 / 08		U							
STUDENT NAME (Last, First M.)	2420000007	2020 / 10			U						
STUDENT NAME (Last, First M.)	2400723700	2022 / 08		U							

Number of attendance records for Wed, Nov 08, 2017: 9



## Skyward Student Management - Custom Reports (Crystal Reports)

### 8. "Student Attendance Groups by Count" Report Parameters

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*This report will group students together by the number of attendance records with A or U day statuses. The groups are 5-7, 8-9, or 10+ attendance records. Runs by entity; features detail or summary view and Excel or PDF export.*

05.15.10.00.09-10.2		Student Attendance Groups By Count				Page 1 of 12
Attendance Codes: A, U						
Student Name (Last, First M.)	Other ID	Grad Yr / Gr	# Atnd Records	Atnd Date	Atnd Daily Mark	
LAWTON, BARRY E.	[REDACTED]	2022 / 08	7	09/28/2017	U	
				09/29/2017	U	
				10/03/2017	U	
				10/04/2017	U	
				10/05/2017	U	
				10/06/2017	U	
				10/12/2017	U	
LAWSON, FRANK B.	[REDACTED]	2021 / 09	7	09/25/2017	U	
				09/26/2017	U	
				09/27/2017	U	
				09/28/2017	U	
				09/29/2017	U	
				10/02/2017	U	
				10/03/2017	U	
LAWSON, CAROLANNE B.	[REDACTED]	2019 / 11	7	09/27/2017	U	
				10/04/2017	U	
				10/05/2017	U	
				10/13/2017	U	
				10/23/2017	U	
				10/24/2017	U	
				10/25/2017	U	
LAWSON, BRYAN E.	[REDACTED]	2022 / 08	7	09/25/2017	U	
				09/26/2017	U	
				10/03/2017	U	
				10/10/2017	U	
				10/11/2017	U	
				10/13/2017	U	
				10/19/2017	U	
LAWSON, BRIGANNE E.	[REDACTED]	2022 / 08	7	09/29/2017	U	
				10/02/2017	U	
				10/06/2017	U	
				10/09/2017	U	
				10/16/2017	U	
				10/18/2017	U	
				10/23/2017	U	
LAWSON, BRIANNE E.	[REDACTED]	2021 / 09	7	09/21/2017	U	
				09/26/2017	U	
				10/09/2017	U	
				10/10/2017	U	
				10/19/2017	U	
				10/25/2017	U	
				10/26/2017	U	
LAWSON, LAURIE B.	[REDACTED]	2018 / 12	6	09/20/2017	U	
				09/22/2017	U	
				09/25/2017	U	
				09/27/2017	U	
				10/16/2017	U	
				10/19/2017	U	



## Skyward Student Management - Custom Reports (Crystal Reports)

### 10. "Suspension Absences" Report

[Back to Attendance Reports](#)

#### [Parameters](#)

Given an in-school (e.g. I) and out-of-school (e.g. O) suspension code and attendance range, this report will display totals of absences attributed to each absence code. Totals are broken down by entity and then by grade.

05.15.02.00.06-10.2

### Suspension Absences Report

Page 1 of 1

0032 - High

#### Grade 11 / 2019

Suspension Type	# Days	# Period 01	# Period 02	# Period 03	# Period 04	# Period 05	# Period 06	# Period 07	# Period 08	# Period 09
In-School:	14	14	14	14	14	14	14	14	14	14
Out-Of-School:	9	9	9	9	9	9	9	9	9	9

#### Grade 10 / 2020

Suspension Type	# Days	# Period 01	# Period 02	# Period 03	# Period 04	# Period 05	# Period 06	# Period 07	# Period 08	# Period 09
In-School:	1	1	1	1	1	1	1	1	1	1
Out-Of-School:	2	4	4	4	4	4	11	11	1	1

#### Grade 09 / 2021

Suspension Type	# Days	# Period 01	# Period 02	# Period 03	# Period 04	# Period 05	# Period 06	# Period 07	# Period 08	# Period 09
In-School:	9	9	9	9	9	9	9	9	6	6
Out-Of-School:	2	2	2	2	2	2	2	2	2	2

#### Grade 08 / 2022

Suspension Type	# Days	# Period 01	# Period 02	# Period 03	# Period 04	# Period 05	# Period 06	# Period 07	# Period 08	# Period 09
In-School:	17	20	21	17	17	17	17	17	17	17
Out-Of-School:	27	29	27	27	27	27	27	27	27	27

#### Grade 07 / 2023

Suspension Type	# Days	# Period 01	# Period 02	# Period 03	# Period 04	# Period 05	# Period 06	# Period 07	# Period 08	# Period 09
In-School:	8	8	8	8	8	8	8	8	8	8
Out-Of-School:	10	10	10	10	10	10	20	20	10	10

## Skyward Student Management - Custom Reports (Crystal Reports)

### 11. "Unrecorded Attendance" Report Parameters

[Back to Attendance Reports](#)

*Mimics the Unrecorded Attendance [Skyward] Report at WS\OFAT\RE\AR\DR\UC, but allows users to run for previous years.*

05.15.02.00.05-10.2 **Unrecorded Attendance Report** Page 1 of 1

DATE: 08/28/2017 MON

0000 - 000000000000 High

Teacher Name (Last, First M.)	Course/Section	Prd	Course/Section	Grade Range
000000, 000000000000	1001050 / 3001	01	M/J LANG ARTS 2, ADV	6 - 8
0000, 000000000000	0400700 / 3001	01	MUSIC THEATRE 1	9 - 12
00000, 000000000000	1303300 / 3001	01	CHORUS 1	9 - 12
0000, 000000000000	1303310 / 3001	01	CHORUS 2	9 - 12
00000, 000000000000	1303320 / 3001	01	CHORUS 3	9 - 12
0000, 000000000000	8845130 / 3001	01	HOS & TOUR INTERN	9 - 12
000000, 000000000000	1200330 / 3001	01	ALG 2	9 - 12
0000000, 000000000000	0101310 / 3001	01	2-D STUDIO ART 2	9 - 12
0000000, 000000000000	0101340 / 3001	01	3-D STUDIO ART 2	9 - 12
0000000, 000000000000	1008040 / 3001	01	M/J READ 2	6 - 8
0000000, 000000000000	2002070 / 3001	01	M/J COMPRE SCI 2	7 - 8
0000000, 000000000000	81004101 / 3001	01	AGRI, FOOD, NR - OJT	11 - 12
0000000, 000000000000	8106810 / 3001	01	AGRISCI FOUND 1	9 - 12
0000, 000000000000	2100310 / 3001	01	US HIST	9 - 12
0000000, 000000000000	1506320 / 3001	01	HOPE-PE V	9 - 12
000000, 000000000000	81004101 / 3001	01	AGRI, FOOD, NR - OJT	11 - 12
000000, 000000000000	1001400 / 3001	01	ENG 4	9 - 12
000000000, 000000000000	1205040 / 3001	01	M/J MATH 2	7 - 8
000000000, 000000000000	1008070 / 3001	01	M/J READ 3	6 - 8
000000, 000000000000	1206310 / 3001	01	GEO	9 - 12
0000000, 000000000000	21060107 / 3001	01	M/J CIVICS	6 - 8
000000, 000000000000	1001340 / 3001	01	ENG 2	9 - 12
0000, 000000000000	8417110 / 3001	01	HEALTH SCI 2	9 - 12
0000, 000000000000	1001320 / FLV1	01	ENG HON 1	9 - 12
00000000000, 000000000000	1001400 / MDV1	01	ENG 4	9 - 12
0000000, 000000000000	1202340 / 3001	01	PRE-CALCULUS HON	9 - 12
000000000, 000000000000	0500500Y / 3001	01	Yearbook 1	9 - 12

## Skyward Student Management - Custom Reports (Crystal Reports)






### Parameters

#### 1. "Average Attendance By Term" Parameters

[Back to "Average Attendance By Term" Report](#)

[Back to Attendance Reports](#)

**Prompt Values**

Report Name:

Report Comment:

Export Method:

**Page Range**

☒ All

☐ Page Range

From:  To:

☒ Create bookmarks from group tree

Enter an entity to run this report for. EntityID

Enter a Value

Enter a calendar within the above entity to run the report for. CalendarID

Enter a Value

Enter a school year to run the report for, as the latter year (e.g. 2013-14 ==> 2014). SchoolYear

Please specify a Number value between 0 and 9999.

Enter a Value

Enter a range of graduation years to run the report for. GradYr

Please specify a Number value between 0 and 9999.

**Start of Range**

Enter a Value

☒ Include this value? ☐ No lower value

**End of Range:**

Enter a Value

☒ Include this value? ☐ No upper value

Continued on next page.....

## Skyward Student Management - Custom Reports (Crystal Reports)


Enter the beginning date of the range of dates you want to run this report for.		<b>AtndStartDate</b>
Enter a Value <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <input style="width: 100px;" type="text"/> <div style="border: 1px solid #ccc; width: 20px; height: 20px; margin: 0 5px; display: flex; align-items: center; justify-content: center;"> <div style="width: 10px; height: 10px; background-color: #ccc;"></div> <div style="width: 10px; height: 10px; background-color: #ccc;"></div> </div> <input style="width: 100px;" type="text"/> </div>		
Enter the end date for the range of dates you want to run the report for.		<b>AtndEndDate</b>
Enter a Value <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <input style="width: 100px;" type="text"/> <div style="border: 1px solid #ccc; width: 20px; height: 20px; margin: 0 5px; display: flex; align-items: center; justify-content: center;"> <div style="width: 10px; height: 10px; background-color: #ccc;"></div> <div style="width: 10px; height: 10px; background-color: #ccc;"></div> </div> <input style="width: 100px;" type="text"/> </div>		
Enter a collection of absence type codes to include in the counts.		<b>AtndTypeCodes</b>
Available Values <div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #f0f0f0; padding: 2px;">Include all attendance type codes.</div> <div style="height: 100px; border: 1px solid #ccc; margin-top: 2px;"></div> </div> <div style="margin-top: 5px;">         Enter a Value  <div style="border: 1px solid #ccc; width: 150px; display: inline-block;"></div> <div style="border: 1px solid #ccc; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-left: 5px;">&gt;</div> </div>	<div style="border: 1px solid #ccc; width: 30px; height: 20px; margin: 2px auto; display: flex; align-items: center; justify-content: center;">&gt;</div> <div style="border: 1px solid #ccc; width: 30px; height: 20px; margin: 2px auto; display: flex; align-items: center; justify-content: center;">&gt;&gt;</div>	Selected Values <div style="border: 1px solid #ccc; height: 100px; margin-top: 5px;"></div> <div style="display: flex; justify-content: flex-end; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Remove</div> <div style="border: 1px solid #ccc; padding: 2px 5px;">Remove All</div> </div>

## Skyward Student Management - Custom Reports (Crystal Reports)

### 2. "Complete Student Atnd History" Parameters

[Back to "Complete Student Atnd History" Report](#)

[Back to Attendance Reports](#)



**Prompt Values**

Report Name: Complete Student Atnd History Report  
Report Comment: This report will show selected students' complete attendance history across all entities. Features filtering by entity, student, and number of attendance records; school year ranges; and dynamic sorting. Users can choose whether to show comments for attendance records that have them.  
Export Method: PDF Export Options

Print  
Reset  
Back

Page Range  
☒ All  
☐ Page Range  
From: 1 To: 1  
☒ Create bookmarks from group tree

Enter specific student default entities to include in the report. EntityID

Available Values  
Include all entities.  
Enter a Value

Selected Values  
Remove Remove All

Select whether to include only active students, only inactive students, or include both. StuStatus

Select a Value  
Active students only.

Enter specific student alphakeys to include in the report. StuAlphakey

Available Values  
Include all students.  
Enter a Value

Selected Values  
Remove Remove All

Enter the school year to start pulling attendance records from. Use the latter year as a four-digit number (e.g. 2014-15 => 2015). SchoolYearStart

Please specify a Number value between 0 and 9999.  
Enter a Value  
0.00

Continued on next page.....



## Skyward Student Management - Custom Reports (Crystal Reports)

Enter the last school year to pull attendance records from. Use the latter year as a four-digit number (e.g. 2014-15 => 2015).

SchoolYearEnd

Please specify a Number value between 0 and 9999.

Enter a Value

0.00

Show attendance comments for records that have one?

ShowComments

Select a Value

Yes, show attendance comments. ▼

Only include students who have at least this many attendance records across all school years included in the report.

AtndCount

Enter a Value

0.00

Select a grouping/sort order for student attendance records.

GroupOrder

Select a Value






Sort by Date (Desc) ▼

## Skyward Student Management - Custom Reports (Crystal Reports)

### 3. "Daily Attendance" Parameters

[Back to "Daily Attendance" Report](#)
[Back to Attendance Reports](#)

**Prompt Values**

Report Name:

Report Comment: 

This report will show attendance records for students meeting all of the criteria included in the parameters including (but not limited to): number of records, absence type (E/U/O/T), daily attendance code, and more.

Export Method: 

PDF Export Options

**Page Range**

☒ All

☐ Page Range

From:  To:

☒ Create bookmarks from group tree

Enter a school year to include attendance records from. SchoolYear


Enter a Value

0.00

Enter a range of attendance dates to include in the report. AtndDate

**Start of Range**


Enter a Value



☒ Include this value? ☐ No lower value

**End of Range:**

Enter a Value



☒ Include this value? ☐ No upper value

Enter how many attendance records a student must at least have to be included in the report. MinRecords

Enter a Value

0.00

Enter specific student alphakeys to include in the report. StudentAlphakey

Available Values

Include all students.

Enter a Value

Selected Values

Continued on next page.....

## Skyward Student Management - Custom Reports (Crystal Reports)

Enter specific entity IDs to include in the report.

EntityID

Available Values

Include all entities.

Enter a Value

Selected Values

Remove Remove All

Enter a range of graduation years to include in the report. Enter zeroes in both slots to indicate no filter on graduation year.

GradYr

**Start of Range**

Enter a Value

0.00

☒ Include this value? ☐ No lower value

**End of Range:**

Enter a Value

0.00

☒ Include this value? ☐ No upper value

Select whether to include only active students, inactive students, or both.

StudentStatus

Select a Value

Active Students Only

Select a specific gender to include in the report.

Gender

Select a Value

Males only

Enter specific daily attendance codes to include in the report.

DailyAtndCode

Available Values

Include all daily attendance codes.

Enter a Value

Selected Values

Remove Remove All

Continued on next page.....

## Skyward Student Management - Custom Reports (Crystal Reports)

Select specific attendance types to include in the report.

AtndCodeType

Available Values

- Include all attendance types.
- Excused absences
- Other absences
- Tardies
- Unexcused absences

>

>>

Selected Values

Remove Remove All

Select specific lunch types to include in the report.

LunchCodeType

Available Values

- Include all lunch types.
- Free
- Reduced
- Normal

>

>>

Selected Values

Remove Remove All

Select specific ELL types to include in the report.

ELLType

Available Values

- Include all ELL types.
- LF
- LP
- LY
- LZ

>

>>

Selected Values

Remove Remove All

Enter specific primary exceptionalities to include in the report.

Exceptionalities

Available Values

- Include all primary exceptionalities.
- No primary exceptionality.

>

>>

Selected Values

Remove Remove All

Enter a Value

>

Continued on next page.....

## Skyward Student Management - Custom Reports (Crystal Reports)

Show all attendance records per student?

ShowAttendance

Select a Value

Yes, show attendance records per student. ▼

Select whether to show detailed information for students on the report (includes gender, lunch type, ELL code, and exceptionalities).

ShowDetails

Select a Value

Yes, show detailed information for studen ▼

Enter up to four different points of data to sort by using the following codes: Student [A]lpha key, [E]ntity ID, [G]ender, [L]unch Type, Student [S]tatus, E[X]ceptionality Code, Grad [Y]ear.

Sort

Please specify a String value with a length between 4 and 4.

Enter a Value

Would you like the report to page break after each student?

PageBreak

Select a Value

Yes, please insert a page break after eac ▼






## Skyward Student Management - Custom Reports (Crystal Reports)

### 4. "Homeless Student Atnd Detail" Parameters

[Back to "Homeless Student Atnd Detail" Report](#)

[Back to Attendance Reports](#)

**Prompt Values**

Report Name:

Report Comment: 

This report will show attendance detail records for students who have an active and current homeless record. Features filtering on student default entities, specific students, and attendance detail date ranges.

Export Method: 

PDF Export Options ▼
 

**Page Range**  
☒ All  
☐ Page Range  
 From:  To:   
☒ Create bookmarks from group tree

Enter specific student default entities to include in the report. EntityID

Available Values

Include all student default entities.

Enter a Value

Selected Values

Enter specific student alphakeys to include in the report. StuAlphakey

Available Values

Include all students.

Enter a Value

Selected Values

Continued on next page.....

## Skyward Student Management - Custom Reports (Crystal Reports)

Select whether to include only active students, only inactive students, or both.

Stu Status

Select a Value

Active students only. ▼

Enter the lowest attendance date to include in the report.

AtndDateLow

Enter a Value

Enter the highest attendance date to include in the report.

AtndDateHigh

Enter a Value

Page break on student?

PageBreak

Select a Value

Yes, page break on student. ▼




## Skyward Student Management - Custom Reports (Crystal Reports)

### 5. "Recorded Attendance" Parameters

[Back to "Recorded Attendance" Report](#)
[Back to Attendance Reports](#)

**Prompt Values**




Report Name:

Report Comment:

Export Method: 

PDF Export Options ▼

**Page Range**

☒ All

☐ Page Range

From:  To:

☒ Create bookmarks from group tree

Print

Reset

Back

Enter the entity to run this report for. EntityID

Enter a Value

Enter the earliest attendance date to include in the report. AtndDateLow

Enter a Value

Enter the last attendance date to include in the report. AtndDateHigh

Enter a Value

Enter the lowest attendance period to include in the report. AtndPeriodLow

Please specify a Number value between 0 and 99.

Enter a Value

Enter the highest attendance period to include in the report. AtndPeriodHigh

Please specify a Number value between 0 and 99.

Enter a Value





## Skyward Student Management - Custom Reports (Crystal Reports)

### 6. "Student Attendance Analysis" Parameters

[Back to "Student Attendance Analysis" Report](#)

[Back to Attendance Reports](#)

**Prompt Values**

Report Name:

Report Comment: 

This report will show the number of students with an attendance record for a given calendar day and the percentage of students who have a record for that day. Users can enter a collection dates to separate from the rest of the calendar dates to see if there is a trend in absences in those days compared to

Export Method: 


PDF Export Options
 

**Page Range**  
☒ All  
☐ Page Range  
 From:  To:   
☒ Create bookmarks from group tree


Enter an entity code to run this report for. EntityID

Enter a Value

Enter the lowest calendar date to include in the report. NOTE: This report only supports current school year calendar dates. AtndDateLow

Enter a Value  

Enter the highest calendar date to include in the report. NOTE: This report only supports current school year calendar dates.. AtndDateHigh

Enter a Value  

Enter a collection of attendance codes to include in the report. Only attendance records containing these codes will be included in attendance counts. AtndCodes

Available Values

Include all attendance codes.

Enter a Value

Selected Values

Continued on next page.....

## Skyward Student Management - Custom Reports (Crystal Reports)

This report allows you to enter a collection of dates and separate them from other dates to see if there are any trends. Enter either a range of dates or specific dates to isolate. This parameter is optional. NOTE: This report only supports current school year calendar dates.

AnalysisDates

### Start of Range


Enter a Value

12/20/2017  Wednesday

☒ Include this value? ☐ No lower value

### End of Range:


Enter a Value

12/20/2017  Wednesday

☒ Include this value? ☐ No upper value

Add Range

Enter a Value

12/20/2017  Wednesday >

Selected Values

Remove

Remove All

## Skyward Student Management - Custom Reports (Crystal Reports)

### 7. "Student Attendance for Previous X Days" Parameters

[Back to "Stdnt Atnd for Prev X Days" Report](#)
[Back to Attendance Reports](#)

#### Prompt Values


 Report Name: 


 Report Comment: 



Export Method:

#### Page Range

☒ All

☐ Page Range

 From:  To: 
☒ Create bookmarks from group tree

Select an entity to run this report for. Select the district entity (000) to run this report for all entities.

PENTITYID

Select a Value

This report runs for the current date minus X number of days, entered below. How many days do you want to go back for attendance records?

DaysPrevious

Enter a Value

Enter the name of a processing list to filter the report to only students including in that processing list. Leave this blank to return all students.

ProcList

Enter a Value

Select whether to include all students with an attendance records or only students with attendance records with a day status.

DayStatus

Select a Value

Select a sort order for students, after entity sorting and date.

SortOrder

Select a Value

Select an export file type for this report. (NOTE: This only optimizes the report for the chosen format. Select the matching format at the top of the window to receive the report in that format.)

ExportType


Select a Value

## Skyward Student Management - Custom Reports (Crystal Reports)

### 8. "Student Attendance Groups by Count" Parameters

[Back to "Student Atnd Groups by Count" Report](#)
[Back to Attendance Reports](#)

Prompt Values



Report Name: Student Attendance Groups by Count

Report Comment: This report will group students together by the number of attendance records with A or U day statuses. The groups are 5-7, 8-9, or 10+ attendance records. Runs by entity; features detail or summary view and Excel or PDF export.

Export Method: PDF Export Options

Page Range

☒ All
 ☐ Page Range

From: 1 To: 1

☒ Create bookmarks from group tree

Print

Reset

Back

Select an entity to run the report for. Select the district entity (000) to run this report for all entities.

PENTITYID

Select a Value

Enter specific attendance codes to include in attendance counts. (NOTE: This report looks at the attendance day status.)

AtnCodes

Enter a Value

>

Selected Values

Remove Remove All

Select whether to display summary information or detailed attendance information.

SummaryView

Select a Value

Print summary information.

Select an export type for this report. (NOTE: This parameter only optimizes the report for the selected format. Select the matching export type at the top of the window to receive this report in the correct format.)

ExportType

Select a Value

PDF Export

Select a sorting option for students.

Sort

Select a Value





Graduation Year / Grade

## Skyward Student Management - Custom Reports (Crystal Reports)

### 9. "Student Period Attendance" Parameters

[Back to "Student Period Attendance" Report](#)
[Back to Attendance Reports](#)

**Prompt Values**

Report Name:

Report Comment: 

This report will show period attendance totals for selected attendance codes. The report can show only students who have no more than a certain number of attendance codes in any one period. Features entity, attendance date, and attendance code filtering.

Export Method: 

PDF Export Options ▼

**Page Range**

☒ All

☐ Page Range

From:  To:

☒ Create bookmarks from group tree

Select an entity to run this report for. Select the district entity (000) to run this report for all entities. PENTITYID

Select a Value

Enter the earliest attendance date to include in the report. AtndDateLow

Enter a Value

Enter the latest attendance date to include in the report. AtndDateHigh

Enter a Value

Enter specific attendance codes to include in the attendance counts. AtndCodes

Enter a Value

>

Selected Values

Continued on next page.....

## Skyward Student Management - Custom Reports (Crystal Reports)

Students cannot have \_\_\_\_ or more of the above attendance codes in any one period:

**AtndLimit**

Please specify a Number value between 0 and 180.

Enter a Value

0.00

Only include students who meet the criteria defined above? (NOTE: Due to report limitations, this parameter has no effect if you run this report in detailed mode (see below).)

**StuLimit**

Select a Value

Only include students meeting criteria. ▼

Select whether to display summary or detailed information in this report.

**SummaryView**

Select a Value

Display summary information. ▼







## Skyward Student Management - Custom Reports (Crystal Reports)

### 10. "Suspension Absences" Parameters

[Back to "Suspension Absences" Report](#)
[Back to Attendance Reports](#)

**Prompt Values**

Report Name:

Report Comment:

Export Method: 

PDF Export Options
 

**Page Range**  
☒ All  
☐ Page Range  
 From:  To:   
☒ Create bookmarks from group tree


Enter specific entities to include in the report. EntityID

Enter a Value

Selected Values


Enter the lowest attendance date to include in the report. AtndDateLow

Enter a Value



Enter the highest attendance date to include in the report. AtndDateHigh

Enter a Value



Enter your in-school suspension attendance code below. This code will be used to look for students who missed a period/day due to in-school suspension. ISS

Enter a Value

Continued on next page.....

## Skyward Student Management - Custom Reports (Crystal Reports)

Enter your out-of-school suspension attendance code below. This code will be used to look for students who missed a period/day due to out-of-school suspension.

OSS

Enter a Value

Select an export format. (NOTE: This option only optimizes the report for printing in the selected format. Select the matching option at the top of the window to print the report in that format as well.)

ExportType

Select a Value





PDF Format ▼

## Skyward Student Management - Custom Reports (Crystal Reports)

### 11. "Unrecorded Attendance" Parameters

[Back to "Unrecorded Attendance" Report](#)
[Back to Attendance Reports](#)

**Prompt Values**

Report Name: Unrecorded Attendance Report

Report Comment: Mimics the Unrecorded Attendance [Skyward] Report at WS\OF\AT\RE\AR\DR\UC, but allows users to run for previous years.

Export Method: PDF Export Options ▼

**Page Range**

☒ All  
☐ Page Range

From: 1 To: 1

☒ Create bookmarks from group tree

Print

Reset

Back

Enter the entity to run this report for. EntityID

Enter a Value

Enter the lowest attendance period to include in the report. AtndPeriodLow

Please specify a Number value between 0 and 99.

Enter a Value

Enter the highest attendance period to include in the report. AtndPeriodHigh

Please specify a Number value between 0 and 99.

Enter a Value

Enter a date to look for attendance entries on. This date should be in the same school year as the school year parameter above. AtndDate

Enter a Value