

Students Not Returning

To run the Students Not Returning report, go to **Skyward Student Management** on the web.

The screenshot shows the Skyward Student Management interface. The user is logged in as Connie Robinson. The 'Student Management' section is active, showing a 'My Favorites' list on the left, a 'My Print Queue' table in the center, and 'Jump To Other Systems' and 'Recent Programs' on the right.

Job	Status
SBAA - Update Cash Receipt - 001318152	Completed
Student Track Assignment Letter - 13-14 Track Assignment	Completed
Student Track Assignment Letter - 13-14 Track Assignment	Completed
Student Track Assignment Letter - 13-14 Track	Completed

Go to the **Students** tab and click **Reports- RE**.

The screenshot shows the Skyward Reports menu. The 'Students' tab is selected, and the 'Reports' section is expanded to show a list of report categories:

- Student Reports - RE
- Entry/Withdrawal Reports - EW
- Student Track Reports - ST
- Projected Enrollment Reports - PE
 - Projected Enrollment Report - ER
 - Student Enrollment/Boundary Report - EB

Click the **Student Enrollment/Boundary Report – EB**.

The screenshot shows the Skyward Reports menu. The 'Students' tab is selected, and the 'Reports' section is expanded to show a list of report categories. The 'Student Enrollment/Boundary Report - EB' is highlighted.

- Student Reports - RE
- Entry/Withdrawal Reports - EW
- Student Track Reports - ST
- Projected Enrollment Reports - PE
 - Projected Enrollment Report - ER
 - Student Enrollment/Boundary Report - EB**

The first time you run the report you will **Add** a template. Any additional time the report is ran, you may **Edit** the report or **Print** the report.

Name the report – Students Not Returning

Enter the **Template Settings** as shown below. (You may enter the current grade of the students you wish to report on in the Student Ranges or run the report with all students.)

The screenshot shows the 'Student Enrollment/Boundary Report Ranges' application interface. The 'Template Settings' section is highlighted, showing the following configuration:

- Template Description:** 177 Students Not Returning 6th
- Share with other users in entity 177:**
- Print Greenbar:**
- 6 Lines Per Inch:** **8 Lines Per Inch:**
- Report Title:** [Empty field]

The 'Student Ranges' section is also visible, showing the following configuration:

- Entity:** 177
- Student Key:** ZZZZZZZZZZZZ
- Student Type:** ZZZ
- Grade/Grad Yr:** 06 2024
- Print Exceptions Only:**
 - Current school is different than promote school
 - Current school is different than boundary school
 - Promote school is different than boundary school

The 'Print Options' section includes checkboxes for 'Totals Only', 'Details Only', 'Both', 'Print Boundary Override Reason Code', 'Print Birthdate', 'Print Family ID', 'Print Phone Number', 'Print Confidential Phone Nbr', and 'Print Address'.

Click **Sort** and checkmark the boxes as shown below. Click **OK**.

The screenshot shows the 'Sort Order' dialog box within the 'Student Enrollment/Boundary Report Ranges' application. The dialog box has a table with the following columns: 'Move', 'Field', and 'Select'.

Move	Field	Select
<input checked="" type="checkbox"/>	Promote To School	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Entity	<input type="checkbox"/>
<input type="checkbox"/>	Grade	<input type="checkbox"/>
<input type="checkbox"/>	Student Name	<input type="checkbox"/>
<input type="checkbox"/>	Race	<input type="checkbox"/>
<input type="checkbox"/>	Gender	<input type="checkbox"/>
<input type="checkbox"/>	Current School	<input type="checkbox"/>
<input type="checkbox"/>	Boundary School	<input type="checkbox"/>
<input type="checkbox"/>	Boundary Override Reason	<input type="checkbox"/>

The dialog box also includes buttons for 'OK', 'Back', 'Unselect All', 'Check Spelling', 'Save', 'Save and Print', 'Sort', 'Page By', 'Total By', and 'Back'.

If you would like to do a page break by school, click **Page By**, select the page break and **Save**. (optional)

The screenshot shows the 'Page Break Selection' dialog box. The dialog has a title bar with the URL 'https://skystu.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsEPlus/scommcode00'. Below the title bar, there are icons for help, print, and other functions. The main area of the dialog is a table with two columns: 'Include' and 'Description'. The first row has a checked checkbox in the 'Include' column and 'Promote To School' in the 'Description' column. The second row has an unchecked checkbox and 'Student Name'. To the right of the table are buttons for 'Save', 'Back', 'Select All 2 Records', and 'Deselect All 2 Records'. At the bottom of the dialog, it says '2 records displayed'. The background shows the 'Student Enrollment/Boundary Report Ranges' application with various settings panels like 'Template Settings', 'Student Ranges', 'School Ranges', and 'Print Options'.

If you would like to show totals by Promote to School, click **Totals By**, select Promote to School, and **Save**. (optional)

The screenshot shows the 'Total By Selection' dialog box. The dialog has a title bar with the URL 'https://skystu.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsEPlus/ssturedit008.w?isPopup=true'. Below the title bar, there are icons for help, print, and other functions. The main area of the dialog is a table with two columns: 'Include' and 'Description'. The first row has a checked checkbox in the 'Include' column and 'Promote To School' in the 'Description' column. The second row has an unchecked checkbox and 'Student Name'. To the right of the table are buttons for 'Save', 'Back', 'Select All 2 Records', and 'Deselect All 2 Records'. At the bottom of the dialog, it says '2 records displayed'. The background shows the 'Student Enrollment/Boundary Report Ranges' application with various settings panels like 'Template Settings', 'Student Ranges', 'School Ranges', and 'Print Options'.

Click **Save and Print**.

The report will process.

Processing Request

Reading student info.

1cnrpe04.p 05.13.02.00.00-10.2-010014
Reading student file, printing information.

Student name: STAUBER, KASIDY
Sort one : 417
Sort two : STAUBER, KASIDY

Run Time: 00:00:09

My Print Queue Back

Once the report has finished processing, click **View Report**.

https://skystu.jordan.k12.ut.us/scripts/wsisa.dll/WSservice=wsEPlus/qprtbw001.w?BrwsTitle=Student%20Enrollment/Boundary%20Rej

Student Enrollment/Boundary Report

Display My Templates Display Shared Templates Display Skyward Templates

Student Enrollment/Boundary Report Templates

Template Type	Description
1) User	Students Not Returning
2) Entity	6th gr nxt yr promote to school
2) Entity	Permit List
2) Entity	Revoked List
4) Skyward	
4) Skyward	
4) Skyward	

Processing List

Print

Add

Edit

Clone

Delete

Back

Request Complete

Student Enrollment/Boundary Report - Students Not Returning has finished processing.

View Report Back

7 records displayed

An example of the report is shown below.

1cnrpe04.p 14-2		BUTTERFIELD CANYON ELEMENTARY								05/10/13		Page:1	
05.13.02.00.00-10.2		Students Not Returning										4:40 PM	
STUDENT ID	NAME	GR	G	ETH	SCH	SCH	SCH	SCH	STS	STS	CAL		
94		07	M	C	177	411	411	413	A	I	D		
		07	M	C	177	415	415	417	A	I	D		
		07	F	C	177	417	417	417	A	I	A		
		07	F	C	177	417	417	417	A	I	C		
	S.	07	M	C	177	417	417	417	A	I	D		
	S.	07	M	C	177	417	417	417	A	I	D		
		07	M	C	177	417	417	417	A	I	B		
		07	F	C	177	417	417	417	A	I	A		
		07	M	C	177	417	417	417	A	I	D		
		07	M	C	177	417	417	417	A	I	D		
		07	M	C	177	417	417	417	A	I	D		
		07	M	C	177	417	417	417	A	I	D		
		07	F	C	177	417	417	417	A	I	B		
		07	M	C	177	417	417	417	A	I	B		
		07	F	C	177	417	417	417	A	I	C		
		07	F	C	177	417	417	417	A	I	D		
		07	M	C	177	417	417	417	A	I	D		
		07	M	C	177	417	417	417	A	I	D		
		07	M	C	177	417	417	417	A	I	D		
		07	M	C	177	417	417	417	A	I	C		
		07	F	C	177	417	417	417	A	I	A		
947		07	M	C	177	417	417	417	A	I	A		