

# How to Change the Enrollment Percentage in Skyward

**A student must be changed to part-time in Skyward any time their schedule or their school day is less than 100 percent attended.** If a student begins the school year as a part-time student, their enrollment record may be edited to reflect that in the Entry/Withdraw tab (and the Entity tab changed to part-time). If a student changes to part-time at any time AFTER the first day of school, the enrollment record will need a "Status Change" reflecting the date the student went part-time (and the Entity tab edited to reflect the change to part-time). To do this:

1. Go to Student Profile; look up the student.

**FALCON RIDGE ELEMENTARY (128)**

Shelly Axtell Account Preferences

Home Students Families Staff Student Services Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

**Profile Tab**

Customize Tabs

Student: [Search] Ranges Add Transfer

Grad Year (Grade): 2021 (05) DOB (Age): Entity, School, Status: 1 Default: 1

Gender: M NY Status: A Phone: (801)808-0587 Other ID: 8364932 State ID: 1723959

**Profile**

**Grade Information**

Grade/Grad Yr: 05 2021 GLO: No Retain: No

Advance: No NY Grad Year: 2021 Graduated: No Graduation Date: 2021 Degree Type: 1 - Diploma - UBSCIT Pass

**General Information**

Date of Birth: 09/01/2002 Age: 11 Gender: Male Spec Ed: No

Local Race: C Caucasian Ancestry: No Resident: No Indian Cert: No

Ethnicity: Hispanic/Latino Ethnicity? Federal Race: 1-American Indian or Alaskan Native 2-Asian 3-Black or African American 4-Native Hawaiian or Other Pacific Islander 5-White

Transported: No Other ID: 8364932 Conv. Key: No

Quick Print Edit Gen Notes (0) All Notes (0) Chg. Log

2. Go to the Entity Info tab, click "Edit", change the student to Part-time, and "Save".

**FALCON RIDGE ELEMENTARY (128)**

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Home Students Families Staff Student Services Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

**Entity Info Tab**

Customize Tabs

Student: PECK, EDW000 PECK, EDWARD Ranges Add Transfer

Grad Year: 09/01/2002 (11) Entity, School, Status: 128, 128, A Default: 128, 128, A

**Entity Maintenance**

**Entity Information**

Entity: 128 FALCON RIDGE ELEMENTARY

School: 128 FALCON RIDGE ELEMENTARY

Calendar: D D TRACK

Student Type: R REGULAR

Advisor: VIDETCAR001 VIDETICH CAROLYN

Discipline Officer: VIDETICH CAROLYN

Teacher of Record: VIDETICH CAROLYN

Band Instrument:

**CY Homeroom Information**

CY Homeroom: 505 505

Room Number: 505

Teacher: VIDETCAR001 VIDETICH CAROLYN

Building: 128 FALCON RIDGE ELEMENTARY

**NY Homeroom Information**

NY Homeroom:

Room Number:

**Entity 128**

Default: Yes

Entity: 128

Status: Active

Next Year Status: Active

Full/Part Time: Part-time

Current Year Member: Yes

Family Representative: Yes

Include in Honor Roll: Yes

Include in Rank: Yes

Multi-Rank: No

Print/Display Rank: Yes

Print Report Card: Yes

Promotion Status: Pending

Percent Enrolled: 100.00

Addl Seat Count: 0.00

Save Back

- Go to the Entry/Withdraw tab, and click "Status Chg". Enter the date the change took place, and enter the code "TT". Enter a comment "Change to part-time status". Click "Save". If the part-time enrollment began on the first day of school, there is no need to do a status change; enter the change in enrollment percentage.

**Entry/Withdrawal Maintenance**

Expand All Sections Collapse All Sections

**Entry Information**

\* School Yr: 2014 \* Date: 05/01/2014 Advanced: No Retained: No

Default Entry: Yes

\* Code: TT TRANSFER TO ANOTHER TRA

Comment: change to part-time status

☐ This is a No-Show for the Data Clearinghouse No-Show Days: 10

Asterisk (\*) denotes a required field

**Withdrawal Information**

Asterisk (\*) denotes a required field

If you receive the following error, click "no" and continue.

**Confirmed**

PECK, EDWARD has attendance entered for the following dates that are outside the Entry and Withdrawal dates on this screen:

05/06/2014

Would you like to delete ALL of these Attendance records?

Click **Yes** to save the changes to the Entry and Withdrawal dates and **DELETE** all of the above Attendance Records.

Click **No** to save your changes to the Entry and Withdrawal dates and **LEAVE** the above Attendance Records as is.

Click **Cancel** to stay on this screen and adjust the Entry and Withdrawal dates to encompass this Attendance or do not Save these changes.

☐ This is a No-Show for the Data Clearinghouse No-show Days: 10

Asterisk (\*) denotes a required field

Yes No Cancel

- A new Entry screen will appear with the change date. Enter the new percentage of attendance, add a comment, and click "Save". Click "Back" to return to the Entry/Withdraw screen.

**Entry/Withdrawal Maintenance**

Expand All Sections Collapse All Sections

**Entry Information**

Student: PECK, EDWARD Current Entity: 128

\* Entry Date: 05/01/2014 % Enrolled: 050

Grade/Grad Yr: 05 2021 GLO:

\* Entry Code: XX GENERAL ENTRY

Comment: change to part-time status

\* School: 128 FALCON RIDGE ELEMENTARY Nbr: 0128

\* Calendar: D D TRACK

\* Student Type: R REGULAR

\* Res Dist: 12 Granite UT ☐ Do Not Report as School of Record ?

**Withdrawal Information**

Asterisk (\*) denotes a required field

5. Return to the Profile screen to enter a Student Services note.

The screenshot shows the Skyward Student Profile screen for Edward Peck. The left sidebar contains a navigation menu with sections: General (Profile, Address, Birth Hist, School Path, Vehicles, Web Access, Change Hist), Entity (Entity Info), Categories (Entity, Family), Emergency (Emer Info), Entry/With (Attendance), Scheduling (Current, Future), Grades, GPA (Current, Historical, Rank), Transcript (UT/NCLB), and NCLB-2. The main content area is titled 'Profile' and contains two tabs: 'General Information' and 'Grade Information'. The 'General Information' tab is active, showing fields for Date of Birth (09/01/2002), Age (11), Gender (Male), Spec Ed (No), Local Race (Caucasian), Ancestry, Resident (No), Indian Cert, Race/Eth Verf (Individual Student), On (07/26/2010), Language (ENG English), Mom's Maiden, Second Phone, and Override Student's Off Campus Lunch Eligibility. The 'Grade Information' tab shows Grade/Grad Yr (05 2021), GLO, Retain (No), NY Grad Year (2021), Graduated (No), Graduation Date, Grad Req Base Yr (2021), Grad/Dipl Sts, and Degree Type (1 - Diploma - UBSCIT Pass). A 'Distribute Student Demographic Information For' section at the bottom has checkboxes for Military, Higher Ed, Public, District, and Local, all of which are checked. A 'Quick Print' button and a 'Chg Log' button are also visible.

6. Click “Gen Notes”. Add a Note. Press “Save” and “Back”.

The screenshot shows the 'Student Notes Information' screen for Edward Peck. The main content area is titled 'Student Note Maintenance for Edward Peck' and contains a table with columns: Date, Entity, Type, Category, Description, Created By, and Protect Note. Below the table, a message states: 'There are no records to display; check your filter settings.' A modal window titled 'Student Note Maintenance' is open, showing fields for Note Type (GEN=GENERAL), Date (05/01/2014 Thursday), Protect Note (unchecked), Description (Student Services), Category (Student Services), and Comment (The parents feel this Student Release Form is in the best interest of their child). The modal window has 'Save' and 'Back' buttons. The background screen also has a 'Filter Options' button and a 'Back' button.

# Released Time / Dual Enrollment Chart

■ **Released Time:** Any student participating in less than 100% of the school day. Students may participate in academic release (taking courses online or through other approved providers – does not require a reduction of enrollment percentage) or in non-academic release (employment or other activities – does require a reduction of enrollment percentage according to the chart below). A student may participate in one period of religious instruction release time or an individual learning activity included in IEP or PCCR plan without a reduction in enrollment percentage.

■ **Dual Enrollment:** A home school or private school student may participate in up to three periods or hours of school activities. These students are enrolled at the corresponding percentage from the chart below. Students enrolled in charter schools may also be dual enrolled in up to three periods or hours of school activities provided the courses are not offered at their charter school.

Percentages shown below are calculated using full-length school days.

Traditional Elementary School		Year-round Elementary School	
Time Missed	Percent Enrolled	Time Missed	Percent Enrolled
1 Hour	85	1 Hour	86
2 Hours	70	2 Hours	71
3 Hours	54	3 Hours	57
4 Hours	39	4 Hours	42
5 Hours	24	5 Hours	28
6 Hours	9	6 Hours	13

Middle School		High School	
Periods Missed	Percent Enrolled	Periods Missed	Percent Enrolled
1 Period	86	1 Period	88
2 Periods	71	2 Periods	75
3 Periods	57	3 Periods	63
4 Periods	43	4 Periods	50 <sup>i</sup>
5 Periods	29	5 Periods	38
6 Periods	14	6 Periods	25
		7 Periods	13

Include the following in the general notes in Skyward: “The parent/guardian feels this is in the best interest of their student.” Use the beginning date of the request as the note start date.

<sup>i</sup> A student can be released from 100% enrollment down to a maximum of 50% enrollment before needing to enroll primarily as a home school student. Likewise, a home school student or charter school student can be dual enrolled for up to a maximum of 49% enrollment before needing to enroll primarily as a public school student (charter school students may only enroll for courses that are not offered at their charter school and after following the guidelines for [Extra/Co-Curricular Enrollment](#)).