

Quarterly Reports - Review for Accuracy

1st 2nd 3rd 4th
Qtr Qtr Qtr Qtr

1	PUPIL DATA MASTER (PDM) – Student/Demographic Information report. <i>(Skyward) Student Management/Students/Data Mining/PDM</i> (Edit ranges if necessary.) KEEP PERMANENTLY	Run Last Day of School		
2	MEMBERSHIP REPORT – <i>(Skyward) Student Management/Federal/State Reporting/Utah State Reporting/Reports/Monthly Membership Report</i> . Print last day of the quarter or first day of the next quarter. KEEP PERMANENTLY			
3	MONTHLY/QUARTERLY ATTENDANCE – Days available and percent of school attendance. <i>(Skyward) Student Management/Office/Attendance/Reports/Monthly-Quarterly Report</i> . KEEP PERMANENTLY			
4	BOUNDARY EXCEPTION REPORT – Students with out of boundary address. <i>(Skyward) Student Management/Students/Reports/Student Enrollment-Boundary Report</i> . USE UNTIL END OF YEAR			
5	STUDENT INJURY REPORT - Utah Dept. of Health Website - Reports kept online indefinitely. <i>(Online) https://sir.health.utah.gov</i> KEEP SEVEN (7) YEARS			
6	100% ATTENDANCE REPORT – <i>(Skyward) Student Management/Office/Attendance/Reports/Absence Occurrence Report</i> KEEP THREE (3) YEARS	Print at End of Year		
7	VALLEY REFERRAL LIST – Secondary only – Report of students who transferred from your school to attend Valley High School. <i>(Excel or Word document list.)</i> KEEP THREE (3) YEARS			
8	SUSPENSION LIST – Can use Suspension forms and/or the Attendance & Discipline Suspension Audit. <i>(Skyward) Student Management/Office/Attendance/Reports/Verification Reports/Suspension-Expulsion and Attendance Audit Report</i> KEEP THREE (3) YEARS			
9	HOME & HOSPITAL LIST – Can use Home & Hospital signed documentation and/or the Accumulative Absences Report. <i>(Skyward) Student Management/Office/Attendance/Reports/ Accumulative Absences Report (“H” for Absence Type.)</i> KEEP THREE (3) YEARS			
10	MEDICATION AUTHORIZATION FORM AND STUDENT MEDICATION RECORD – Keep each student’s Jordan School District Nursing Services forms. KEEP THREE (3) YEARS			
11	STUDENT HEALTH REPORT – Students with health conditions. <i>(Skyward) Student Management/Families/Jordan Programs/Registration Reports/Student Health Report</i> . Can also print a report under Office, Health Records, reports, Health Reports, Health Conditions. KEEP THREE (3) YEARS			
12	ENTRIES AND WITHDRAWALS – <i>(Skyward) Student Management/Students/Reports/Entry-Withdrawal Report</i> . Run first for entries and then again for withdrawals. Also keep Quarterly Entry and Exit lists. KEEP TWO (2) YEARS			
13	REGISTRATION REPORT - 1 page per student report - Printed the 1st week of school. <i>(Skyward) Student Management/Families/Jordan Programs/Registration Reports/Registration Card Report</i> . Run for “Active” students. Report MUST stay current; either 1) Ran quarterly with daily updating, or 2) ran each time a new student enrolls/withdraws. File may be stored electronically on a separate hard or flash drive in provided it adheres to either #1 or #2 AND a procedure is in place to access data in case of emergency and/or an evacuation. KEEP TWO (2) YEARS	Run First Week of School and update each time a new student enrolls.		

Audit Reports that an Auditor May Use

	REGISTRATION REPORT - See report #13. <i>(Skyward) Student Management /Families/Jordan Programs/Registration Reports/Registration Card Report</i> . “Active” and “Inactive” students. KEEP TWO (2) YEARS.			
	MEMBERSHIP REPORT – See report #2. <i>(Skyward) Student Management/Federal/State Reporting/Reports/Monthly Membership Report</i> . Run the report for both “Active” and “Inactive” students. PRINT DAY OF AUDIT.			
	DAILY ABSENCE REPORT – <i>(Skyward) Student Management/Office/Attendance/Reports/Day Summary</i> . PRINT DAY OF AUDIT AND KEEP UNTIL SUBSEQUENT AUDIT (USUALLY ONE (1) YEAR).			
	STUDENT ATTENDANCE REPORT – <i>(Skyward) Student Management/Students/Student Profile/Attendance</i> . Shows individual attendance detail by student on "as needed" basis. MAY EXPORT TO EXCEL.			
	CURRENT STUDENT ENROLLMENT COUNT – <i>(Skyward) Student Management/Students/Jordan Programs/Entity Reports/Student Enrollment Count by Entity</i> . Run with requested “Enrollment As Of” date. KEEP ONE (1) YEAR or UNTIL SUBSEQUENT AUDIT.			
	VOCATIONAL ATTENDANCE REPORT (CTE) – Secondary Only - <i>(Skyward) Student Management/ Office/Attendance/Reports/Teacher-Class Rollbook Report</i> . Maintain daily attendance for each student who attends a vocational class. May also run the Teacher/Class Rollbook report. KEEP PERMANENTLY.			
	Contact Planning and Enrollment at the end of each quarter at 801-567-8183 and let us know you have ran your quarterly reports and reviewed them for accuracy. It is not necessary to send any hard copy reports to Planning and Enrollment.			

Keep Permanently

Keep Two (2) Years

Keep Three (3) Years

Keep Seven (7) Years