

Quarterly Reports – Review for accuracy

		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Pupil Data Master (PDM) – Student/Demographic Information report. (Skyward) Student Management/Students/Data Mining/PDM (Edit ranges if necessary.) KEEP PERMANENTLY	Run the Last day of School			
2	Membership Report – (Skyward) Student Management/Federal/State Reporting/Reports/Monthly Membership Report. 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. (Skyward) Student Management/Office/Attendance/Reports/Monthly-Quarterly Report. KEEP PERMANENTLY				
4	Boundary Exception Report – Students attending your school with out of boundary address. (Skyward) Student Management/Students/Reports/Student Enrollment-Boundary Report. USE UNTIL END OF YEAR				
5	Student Injury Reports - Utah Dept. of Health Website - Reports kept online indefinitely. (Online) https://sir.health.utah.gov KEEP SEVEN (7) YEARS	Complete as Needed Update Quarterly			
6	100% Attendance Report – (Skyward) Student Management/Office/Attendance/Reports/Absence Occurrence Report KEEP THREE (3) YEARS	Print at End of Year			
7	Valley Referral List – <u>Secondary only</u> – Report of students who transferred from your school to attend Valley High School. (Excel or Word document list.) KEEP THREE (3) YEARS				
8	Suspension List – Can use the Suspension forms and/or the Attendance & Discipline Suspension Audit. (Skyward) Student Management/Office/Attendance/Reports/Verification Reports/Suspension-Expulsion and Attendance Audit Report KEEP THREE (3) YEARS				
9	Home & Hospital List – Can use Home & Hospital signed documentation and/or the Accumulative Absences Report. (Skyward) Student Management/Office/Attendance/Reports/Accumulative Absences Report (“H” for Absence Type.) KEEP THREE (3) YEARS				
10	Permits to and from – The School Choice forms guardians fill out. KEEP THREE (3) YEARS				
11	Medication Authorization Form and Student Medication Record – Keep each student’s Jordan School District Nursing Services forms. KEEP THREE (3) YEARS				
12	Student Health Report (for First Aid) – Allows the school to administer first aid. (Skyward) Student Management/Families/Jordan Programs/Registration Reports/Student Health Report. KEEP THREE (3) YEARS				
13	Entries and Withdrawals – (Skyward) Student Management/Students/Reports/Entry-Withdrawal Report. Run first for entries and then again for withdrawals. Also keep Quarterly Entry and Exit lists. KEEP TWO (2) YEARS				
14	Registration Report - 1 page per student report - must be printed the 1st week of school. (Skyward) Student Management/Families/Jordan Programs/Registration Reports/Registration Card Report. 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. This file may be stored electronically on a separate hard or flash drive in lieu of a printed report provided it adheres to either #1 or #2 AND a procedure is in place to access the data in case of an emergency and/or an evacuation. KEEP TWO (2) YEARS	Run the First Week of School and update/run each time a new student enrolls.			

Audit Reports – Auditors may ask for

Audit Report	Registration Report – See report #14. (Skyward) Student Management /Families/Jordan Programs/Registration Reports/ Registration Card Report. Run the report for “Active” and “Inactive” students. KEEP TWO (2) YEARS.				
Audit Report	Membership Report – See report #2. (Skyward) Student Management/Federal/State Reporting/Reports/Monthly Membership Report. Run the report for both “Active” and “Inactive” students. PRINT DAY OF AUDIT.				
Audit Report	Daily Absence Report – (Skyward) Student Management/Office/Attendance/Reports/Day Summary. PRINT DAY OF AUDIT AND KEEP UNTIL SUBSEQUENT AUDIT (USUALLY ONE (1) YEAR).				
Audit Report	Individual Student Attendance Record – (Skyward) Student Management/Students/Student Profile/Attendance. Shows individual attendance detail by student on an “as needed” basis. MAY EXPORT TO EXCEL.				
Audit Report	Current Student Enrollment Count – (Skyward) Student Management/Students/Jordan Programs/Entity Reports/Student Enrollment Count by Entity. Run with requested “Enrollment As Of” date. KEEP ONE (1) YEAR or UNTIL SUBSEQUENT AUDIT.				
Audit Report	Vocational Attendance Report (CTE) – <u>Secondary Only</u> - (Skyward) Student Management/ Office/ Attendance/Reports/Teacher-Class Rollbook Report. Maintain daily attendance for each student who attends a vocational class. May also run the Teacher/Class Rollbook report. KEEP PERMANENTLY.				



Keep Permanently



Keep Two (2) Years



Keep Three (3) Years



Keep Seven (7) Years

Contact Planning & Student Services 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 quarterly reports to Planning & Student Services.