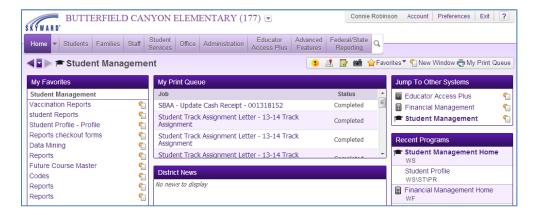
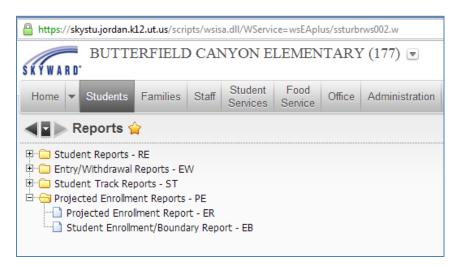
# **Students Not Returning**

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



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



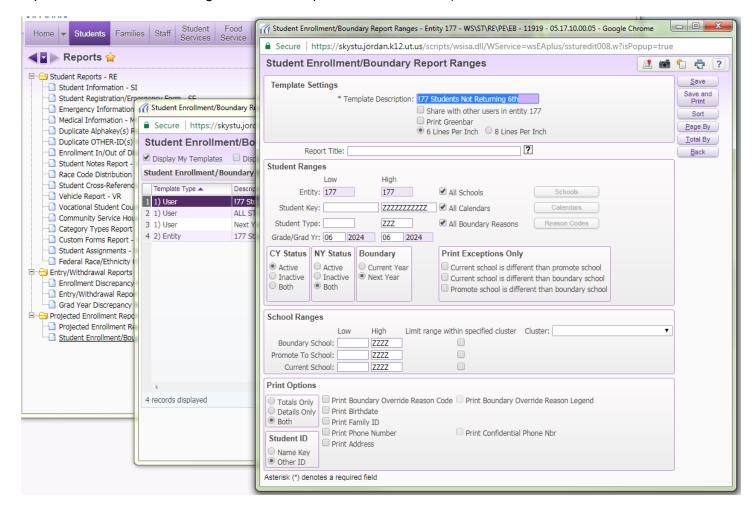
### Click the Student Enrollment/Boundary Report - EB.



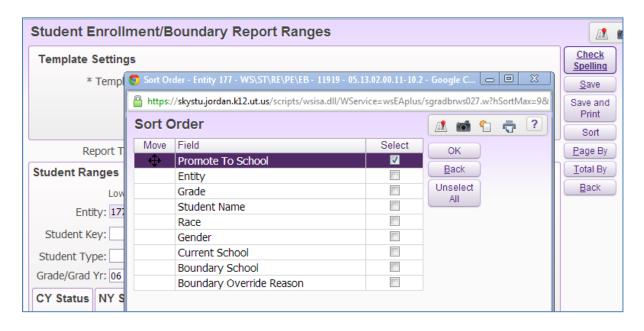
The first time you run the report you will **Add** a template. Any additional time the report is ran, you may **Edit** the report or **Print** the report.

### Name the report - Students Not Returning

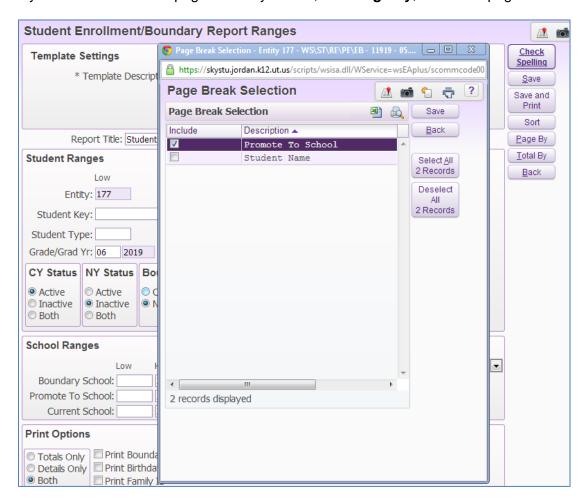
Enter the **Template Settings** as shown below. (You may enter the current grade of the students you wish to report on in the Student Ranges or run the report with all students.)



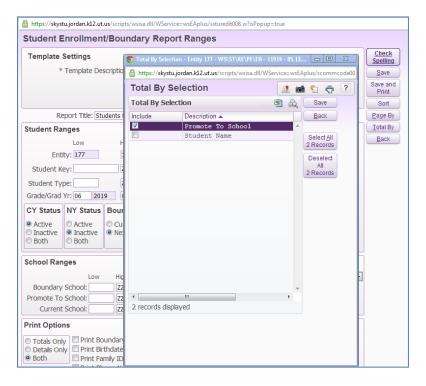
Click **Sort** and checkmark the boxes as shown below. Click **OK**.



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



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

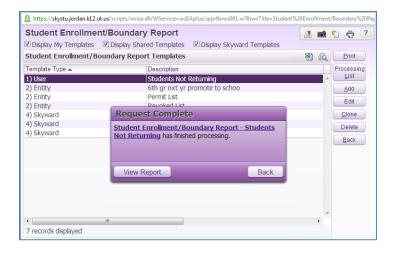


#### Click Save and Print.

The report will process.



Once the report has finished processing, click View Report.



An example of the report is shown below.

