



Revoke Permit Custom Form

Jordan School District
Student System

and

Revoke Permit Custom Form Report

The Revoke Permit Custom Form is used when a student's **CURRENT YEAR PERMIT** is no longer in effect. Once this form is filled out and saved, a nightly utility will remove the current "Reason Code" (even if it is in history) and update the School Path tab.

It is not necessary to fill out a Revoke Permit Custom Form for a student who has only a "Next Year's Permit" in the School Path "Reason Code" field from January to June (once pretransfers are turned on). To remove a permit code on a student who only has a next year's permit code (and not a current permit), manually remove the "Reason Code" in the School Path tab. Enter a general note in Skyward explaining the reason for the revoke.

To enter a Revoke Permit Custom Form in the Skyward Student System, go to **Students, Student Profile-PR**, and (from the menu on the left) under **Custom Forms**, choose **Revoke Permit**.

The screenshot shows the Skyward Student System interface for SUNSET RIDGE MIDDLE (416). The user is logged in as Denise Smith. The main menu includes Home, Students, Families, Staff, Student Services, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. The 'Custom Forms Tab' is active, and the 'Revoke Permit' form is displayed. The form contains the following fields:

- Student: STUDESMA000 (STUDENT, SMARTY)
- Grad Year (Grade): 2023 (09)
- DOB (Age): 03/04/2005 (14)
- Entity, School, Status: 416, 416, A
- Default: 416, 416, A
- Other ID: 9615857
- State ID: 0000000
- Gender: F
- NY Status: A
- Homeroom: [Empty]

The 'Revoke Permit' section includes the following fields:

- Date: [Empty]
- School Year: [Empty]
- Permit Type: [Empty]
- Boundary School: [Empty]
- Current School: [Empty]
- Other ID: 9615857
- Grade: [Empty]
- Student's DOB: 03/04/2005
- Student's Name: SMARTY STUDENT
- Student's Street Address: [Empty]
- City State Zip: [Empty]
- Home Phone: [Empty]
- Date Revoked: [Empty]
- Reason for Revoke: [Empty]
- Also Remove NY Permit: [Empty]
- Parent Notified: [Empty]
- Revoked By: [Empty]

The 'Add', 'All History', and 'Edit' buttons are circled in red.

The Buttons:

- **Add** – will open a blank revoke document to fill out.
- **All History** – will show the edits and changes made to a particular permit.
- **Edit** – will allow changes to be made to the existing Revoke Permit screen. **WARNING! Do not edit DATE REVOKED!**
- **Save or Save and Print** – **Appears after all fields are populated.** Choose what you'd like.
- **Back** – **Appears after all fields are populated.** Goes back. ☺

The Fields:

- **Date:** Today's date.
- **School Year:** Should be the current school year; do not use this form for a next year's permit.
- **Permit Type, Boundary School, Current School:** Are pull-down menus; choose appropriately.
- **Student ID:** Is pre-filled; other fields are not, for editing reasons.
- **Grade:** Is a pull-down menu; choose appropriately.
- **Birthdate, Student Name, Phone:** Are pre-filled; other fields are not, for editing reasons.
- **Student's Street Address, City, State, Zip:** The address that this revoke form is referring to.
- **Date Revoked:** When the revoke became "official".
- **Reason for Revoke:** Choose the answer that best fits the situation.
- **Also Remove Next Year Permit:** Does your school code appear in the "Next Year School" field? Does this revoke affect the student's permit situation next year? It is best to say "yes" only if your school shows as the "Next Year School".
- **Parent Notified:** How the parent was notified.
- **Revoked by:** Who approved the revoke.

Revoke Permit

Name: STUDENT, SMARTY Gender: Female Grade/Grad Yr: 09/2023 Other ID: 9615857

Jordan School District
7387 S Campus View Dr, West Jordan, Ut 84084-5500
Planning and Enrollment

Current Year Revoke School Choice Permit

Date:	01/08/2020
School Yr:	2019-20
Permit Type:	Late Enrollment
Boundary School:	South Jordan Middle
Current School:	Sunset Ridge Middle
Student #:	9615857
Grade:	09
Birthdate:	03/04/2005
Student Name:	SMARTY STUDENT
Student's Street Address:	1234 S Street
City, State, Zip Code:	West Jordan, UT 84084
Phone:	801-555-5555
Date Revoked:	01/08/2020
Reason for Revoke:	Guardian Change
Also Remove Next Year Permit?:	No (Before selecting "Yes" please verify that NY's permit is for your school. This will affect enrollment for NY.)
Parent Notified:	In Person
Revoked By:	The Principal

Hints & Tips:

- **I don't have a hard copy of the original permit in front of me. Not sure what was entered.** Open a "New Window" in Skyward, so you have two needed windows open simultaneously. The School Path tab is your "hard copy" permit information, and the Revoke Permit tab is where you enter the new information. Family tab is the address.
- **Information entered in the fields of this form is NOT verified.** Entering information accurately, reports accurately.
- **How do I find the boundary school?** WebQuery search on the current year, or the School Path tab (July to Dec).
- **Watch out!!! 😊 It is possible to remove a "next year's permit", once pretransfers are turned on.** The utility that runs nightly will "look" at the field called "yes/no". If you answer "yes", the next year's permit code will be removed, no matter what the next year's school is **AND** the next year's school and school path will update in the pretransfer. Be careful when entering your answer in this field. It will affect next year's enrollment and perhaps next year's schedule for that student.
- **It is not possible to add and revoke a permit on the same day.** Overnight and weekly processes need to run.

Revoke Custom Form Report

To run a **Revoke Custom Form Report**, go to **Skyward, Skyward Students, Jordan Programs, and Entity Reports - ER**. Under **Student Reports**, you'll find **Revoke Permit Report – RP**. Click **Add** to run a new report. The screen entry is as follows:

- **Template Description:** Name your report.
- **Student Key:** For one student, enter the namekey in both “Low” and “High” range. Or can leave wide open.
- **Grade/Grad YR:** Enter a range, or leave wide open.
- **Permit Date:** Enter low and high range or leave open.
- **School Year:** Choose appropriate school year.
- **Student Status :** Choose Active (currently active), Inactive (current withdrawn) or Both.
- **Permit Selections:** Choose multiple selections by either holding the down “shift” key and clicking, or choose individual selections by holding down the “Cntrl” key and clicking on a field. You must make a selection in order to print.
- **The report will print to Excel.** From Excel, the report can be sorted, filtered, or customized.

Example of Report:

1	Entity	Other ID	Student Status	Student Name	Date of Birth	Phone	Student's Street Address	City/State/Zip	School Year	Grade	Boundary School	Current School	Permit Type	Revoke NY	Permit Date	Date Revoked	Parent Notified	Reason	Revoked By
2	416	9615857	A	SMARTY STUDENT	3/4/2005	8015555555	1234 S Street	West Jordan, UT 84084	2019-20	9	South Jordan Middle	Sunset Ridge Middle	Late Enrollment	No	1/8/2020	1/8/2020	In Person	Guardian Change	The Principal
3	416	9615855	A	SPARKY STUDENT	3/4/2005	8015555555	1234 South Street	Riverton, UT 84065	2019-20	9	South Hills Middle	Sunset Ridge Middle	Alps	No	1/1/2020	1/25/2020	In Person	Change of Address	Mr. Principal
4																			
5																			

Skyward Permit Revoke Custom Form Process

What permit are you trying to revoke?

