Revoke Permit Custom Form

and

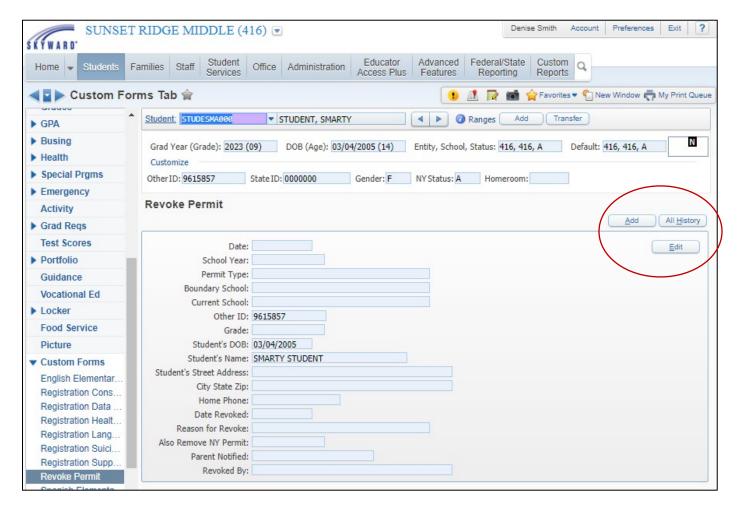## Revoke Permit Custom Form Report

Jordan School District
Student System

The Revoke Permit Custom Form is used when a student's **CURRENT YEAR PERMIT** is no longer in effect.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.**
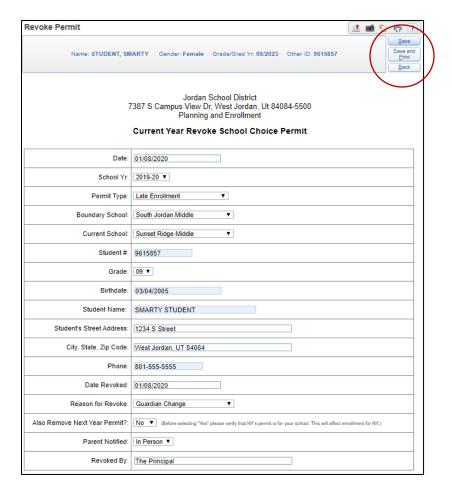

The Buttons:
- **Add** – will open a blank revoke document to fill out.
- **All History** – will show the edits and changes made to a particular permit.
- **Edit** – will allow changes to be made to the existing Revoke Permit screen. **WARNING! Do not edit DATE REVOKED!**
- **Save or Save and Print – 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.
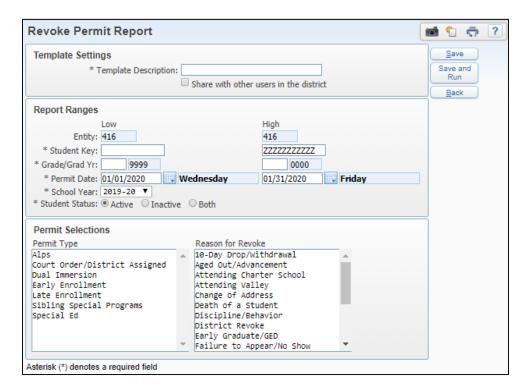- **Revoked by:** Who approved the revoke.

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:

Skyward Permit Revoke Custom Form Process

What permit are you trying to revoke?

Revoke a current year permit only.

Revoke a current year AND a next year permit.

Revoke a next year permit only.

Verify that the student is not already on a permit at a different school for next year. The permit revoke utility will revoke that permit in addition to yours.

NY has no permit or is same school

Manually remove the permit in Skyward (clear reason code, change school path).

NY permit is at different school

Use Skyward Revoke Permit Custom Form to clear the permits for the current and/or next school year.

Be sure to ONLY select "current year" in Revoke Permit Custom Form.

Notify receiving school directly and forward cumulative folder at year end.