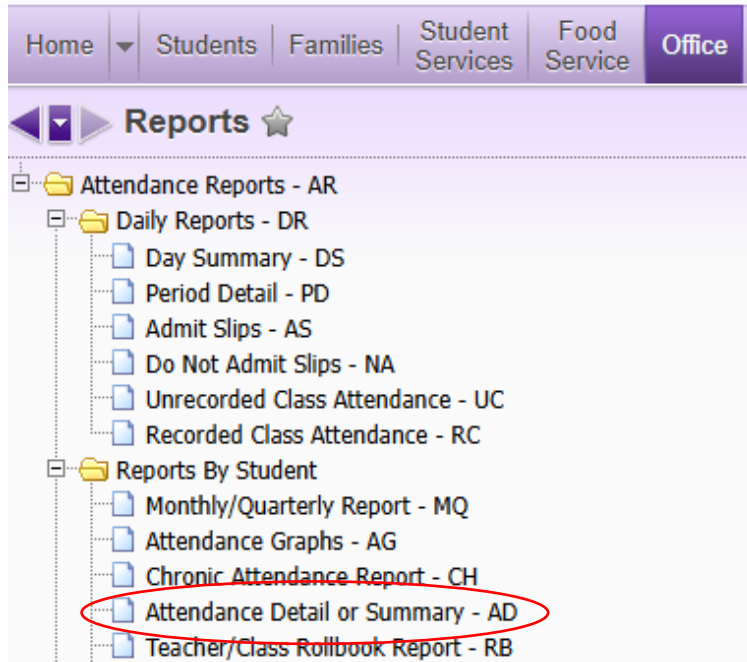


Determining Migrant Attendance in Skyward SMS

For the mass withdrawal at the end of the year, smaller school districts

Run each building separately

1. Run the Attendance Detail or Summary Report
 - a. Found Office→Attendance→Reports [AT-RE-AD]



b. Clone a template and customize

Attendance Detail or Summary Report Maintenance

Template Settings

* Template Description:

☐ Share with other users in entity 433

☐ Print Greenbar

Student Selection

☐ By Range ☒ By Individual

Report Ranges

Sch Yr to Rpt On:

Absence Date:

Attendance Period:

Periods Absent:

Parent Notified: ☐ Yes ☐ No ☒ Both

☐ Selected Activity is Required

☒ All Methods of Instruction

Method of Instruction by: ☒ Daily ☐ Current

Formatting Options

Name Order: ☒ Last Name/First Name ☐ First Name/Last Name

Format Type:

Format Type of 'Classes Missed' Options

Totals for 'Student/Absent Date' Grouping:

Change 'Excused' Attendance Heading to:

Change 'Unexcused' Attendance Heading to:

☐ Count Total Absences by Class

☐ Print Individual Period Totals ☐ Print Membership Totals

Attendance Heading:

Additional Heading:

Report Options

Use Report Option Settings:

☒ Print Demographic Detail

☐ Print Address ☐ Use Mailing Address

☐ Print Student Entry/Withdrawal Detail

☐ Print Counselor

☐ Print Daily Attendance

☐ Print Type/Reason Desc

☐ Print Each Day Absent Count

☐ Print Absence Comment

☐ Hide School Year Header

☒ Print Absence Types Selected

☒ Print Absence Periods Selected

☐ Page Break On Student

Sorting/Grouping Options

Group By:

☐ Print Totals for Selected Sorts

No Selected Sorts

c. Select students by individual, typing the name key and selecting Add; the list of students will appear below

Individual Student Selection

Select a Student

Student:

Selected Students

d. Set ranges for the current school year and applicable class periods

e. The report will pull all attendance for the selected students, but you'll need to add the excused and unexcused together

18.60 DAYS EXCUSED; 14.80 DAYS UNEXCUSED; 4.20 DAYS OTHER; 4.00 PRDS TARDY;

2. An easy way to add is to convert to excel

a. Select Convert to Excel

Views: General Filters: Skyward Default Clone								View
Date	Time	Report Description	Wait List #	Status	Time Processing	Format	Current Key	Delete Convert to Excel View Status Tasks Centralized Printing Save This Report Saved Reports Back
06/04/2025	Wed 9:39 AM	Updating Customer Control records		Completed	00:00:01	PDF		
06/04/2025	Wed 9:39 AM	Import Direct Certification File Records (Process)		Completed	00:00:01	PDF		
06/04/2025	Wed 9:38 AM	Import Direct Certification File Records (Preview)		Completed	00:00:01	PDF		
06/04/2025	Wed 6:15 AM	Import Payments Made with Credit Cards		Completed	00:00:01	PDF		
06/03/2025	Tue 4:00 PM	Student Data Mining - STAR Upload Data		Completed	00:00:06	EXCEL		
06/03/2025	Tue 1:25 PM	Batch Update of Payments - Batch Payments		Completed	00:00:01	PDF		
06/03/2025	Tue 1:15 PM	Batch Update of Purchases - 2023 Batch Purchase		Completed	00:00:06	PDF		
06/03/2025	Tue 11:33 AM	Attendance Detail or Summary - Migrant Attendance		Completed	00:00:35	PDF		
06/03/2025	Tue 10:45 AM	Import Payments Made with Credit Cards		Completed	00:00:00	PDF		
06/03/2025	Tue 10:44 AM	Attendance Detail or Summary - Migrant Attendance (Excel)		Completed	00:00:00	EXCEL		
06/03/2025	Tue 10:42 AM	Attendance Detail or Summary - Migrant Attendance		Completed	00:00:38	PDF		
06/03/2025	Tue 10:37 AM	Student Data Mining - STAR Upload Data		Completed	00:00:06	EXCEL		
06/03/2025	Tue 10:20 AM	Student Data Mining - STAR Upload Data		Completed	00:00:01	EXCEL		

b. This is what you see

Attendance Information for the 2025 School Year		the first student's information appears here, don't worry about it		CHOOOL: 433	CALENDAR: 433
TOTAL	Each line reads total LAST, FIRST	18.60 DAYS EXCUSED;	14.80 DAYS UNEXCUSED;	4.20 DAYS OTHER;	4.00 PRDS TARDY;
TOTAL		2.20 DAYS EXCUSED;	1.00 DAYS UNEXCUSED;	2.60 DAYS OTHER;	0.00 PRDS TARDY;
TOTAL	Columns B and D, added together, are the total days absent	5.60 DAYS EXCUSED;	3.00 DAYS UNEXCUSED;	2.00 DAYS OTHER;	2.00 PRDS TARDY;
TOTAL		16.00 DAYS EXCUSED;	9.40 DAYS UNEXCUSED;	2.20 DAYS OTHER;	1.00 PRDS TARDY;

c. Manipulate excel to do the math for you

- Insert 3 columns right of column E, label Total Absence, Total Attendance, and MSIS Attendance
- In cell F2, type =B2+D2 to add the total absences, drag down the column
- In cell G2, type =180-F2 to calculate the total attendance, for those on a 180-day schedule
 - For those on a different schedule (i.e. seniors, enrolled preschool), calculate those first, then utilize the 180-day for the remaining students
 - For those with an enrollment after the first day of school, run individual attendance and input into columns F and G directly
- In cell H2, type =ROUND(G2,0) to round up/down

B	C	D	E	F	G	H
				Total Absence	Total Attendance	MSIS Attendance
18.60	DAYS EXCUSED;	14.80	DAYS UNEXCUSED;	33.4	146.6	147.0
2.20	DAYS EXCUSED;	1.00	DAYS UNEXCUSED;	3.2	176.8	177.0

3. Utilize the values in column H for input into MSIS