

Skyward (SMS2) Data Mining: Migrant Student Attendance for Mass Withdrawal Processing in MSIS2 (Using Excel)

This guide walks you through the process of generating a data mining report from Skyward to support mass migrant student withdrawals in MSIS2. The report is exported to Excel, where you can use formulas (such as subtraction) to calculate total days present. These totals are required to complete accurate mass withdrawals in MSIS2.

- 1 Navigate to Skyward and open "Student Management"



2 Chose the entity/ school you want totals for.

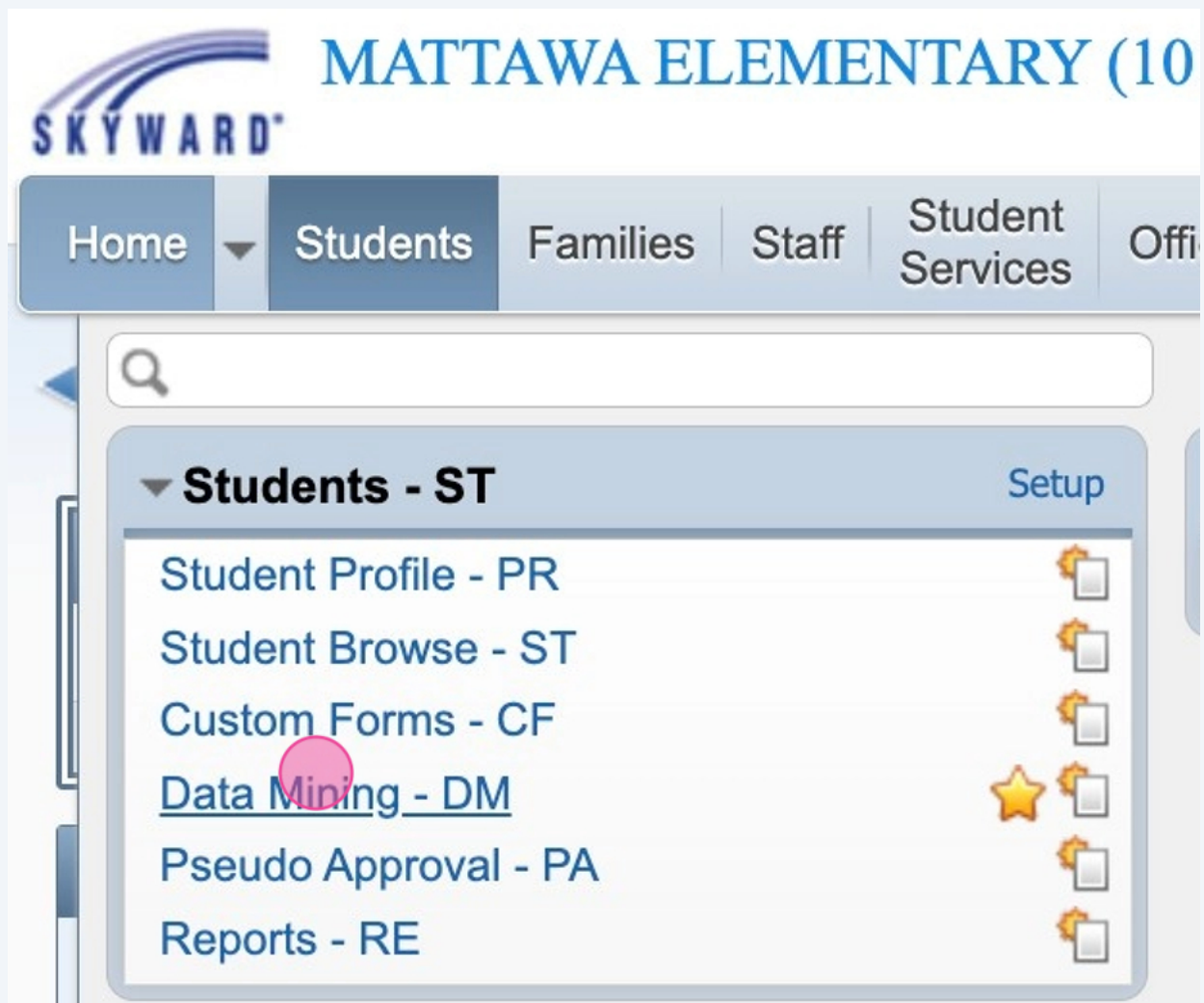
** This report can be ran for the entire district. I recommend you add **Entity Code** [entity] as a files on your report for sorting purposes if you wish to do this in step.*



3 Click "Students" Tab.



- 4 Under Student Tab, click "Data Mining - DM"



5 Click "Add"

SKYWARD MATTAWA ELEMENTARY (101) Angelina Sosa Saldana Account Preferences Exit ?

Home ▾ Students Families Staff Student Services Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Data Mining Print Preview Favorites New Window My Print Queue

Reports to Display: **My Reports Only**

Views: **Report Information** Filters: ***All Reports**

Report Name	Report Title	Favorite	Created By	Editable	I S	S S	Default Entity	C O	P P	R R	W O	Date Created	Last Da	
1		★	SOSA ANG001	Y	N	A	Yes			94	P	05/12/2023	05/19/2023	Edit
2		★	SOSA ANG001	Y	N	A	Yes			170	L	02/10/2025	02/10/2025	Delete
3		★	SOSA ANG001	Y	N	I	Both			125	P	07/03/2024	07/03/2024	Clone
4		★	SOSA ANG001	Y	N	A	Both			89	P	09/30/2024	09/30/2024	Preview First 10 Records
5		★	SOSA ANG001	Y	N	A	Both			92	P	09/30/2024	09/30/2024	Print
6		★	SOSA ANG001	Y	N	A	Yes			384	L	03/28/2023	03/28/2023	Excel
7		★	SOSA ANG001	Y	N	A	Yes			136	L	03/28/2023	03/28/2023	Print Using Processing List
8		★	SOSA ANG001	Y	N	A	Yes			57	P	07/10/2023	07/10/2023	Print Using Reports Generator
9		★	SOSA ANG001	Y	N	A	Both			66	P	04/04/2024	04/04/2024	Address Labels
10		★	SOSA ANG001	Y	N	A	Yes			60	L	03/31/2022	03/31/2022	Information Labels
11		★	SOSA ANG001	Y	N	A	Yes			94	L	10/24/2023	10/24/2023	Mail Merge
12		★	SOSA ANG001	Y	N	A	Both			62	P	06/21/2023	06/21/2023	Export to File
13		★	SOSA ANG001	Y	N	A	Both			62	P	09/18/2024	09/18/2024	Import Layout
14		★	SOSA ANG001	Y	N	A	Yes			170	L	06/04/2025	06/05/2025	Export Layout
15		★	SOSA ANG001	Y	N	A	Yes			134	L	06/28/2022	06/05/2025	
16		★	SOSA ANG001	Y	N	A	Yes			41	L	06/13/2024	05/27/2024	
17		★	SOSA ANG001	Y	N	A	Yes			373	L	03/16/2023	03/16/2023	
18		★	SOSA ANG001	Y	N	A	Yes			68	P	02/16/2024	02/16/2024	
19		★	SOSA ANG001	Y	N	B	Yes			107	P	06/22/2023	06/11/2023	
20		★	SOSA ANG001	Y	N	A	Yes			119	P	05/05/2023	12/27/2023	
21		★	SOSA ANG001	Y	N	A	Yes			119	P	01/27/2025		
22		★	SOSA ANG001	Y	N	A	Both			72	P	10/02/2024	10/02/2024	
23		★	SOSA ANG001	Y	N	A	Yes			112	L	12/21/2021	12/21/2021	
24		★	SOSA ANG001	Y	N	A	Yes			72	L	01/04/2021	01/05/2021	

100 ▾ 57 records displayed Report Name: ABC

6 Name your report "END OF YEAR MIGRANT MASS WD"

7 Name your report.

SKYWARD MATTAWA ELEMENTARY (101) Angelina Sosa Saldana Account Preferences Exit ?

Data Mining Favorites New Window My Print Queue

Report Information

Fields
Ranges
Sorting
Selected Students
Family Access Display
Format
And/Or Filter
Task Manager

* Report Name: **END OF YEAR MIGRANT MASS WD**

* Report Title:

☐ Temporary Report - Automatically deleted after 24 hours of creation

Report Orientation: ☒ Portrait ☐ Landscape

Student Status: ☒ Active ☐ Inactive ☐ Both

Student NY Status: ☐ Active ☐ Inactive ☒ Both

Excel Export: ☒ Use Default Field Lengths ☐ Use Template Field Lengths

Default Entity: ☐ Yes ☐ No ☒ Both

Student Class Status: ☒ Active ☐ Dropped ☐ Both ?

☐ Include Parameter Page

☐ Show Counts Only

☐ Include GRG Page

☐ Limit U.S. Zip Codes to 5 digits ?

Notes:

Maximum characters: 500, Remaining characters: 500

☐ Do Not Display Report To Other Users

Asterisk (*) denotes a required field

Save and Add Fields
Save
Back

8 Click the "Landscape" field for Report Orientation.

SKYWARD MATTAWA ELEMENTARY (101) Angelina Sosa Saldana Account Preferences Exit ?

Data Mining Favorites New Window My Print Queue

Report Information

Fields
Ranges
Sorting
Selected Students
Family Access Display
Format
And/Or Filter
Task Manager

* Report Name: **END OF YEAR MIGRANT MASS WD**

* Report Title: **END OF YEAR MIGRANT MASS WD**

☐ Temporary Report - Automatically deleted after 24 hours of creation

Report Orientation: ☐ Portrait ☒ Landscape

Student Status: ☒ Active ☐ Inactive ☐ Both

Student NY Status: ☐ Active ☐ Inactive ☒ Both

Excel Export: ☒ Use Default Field Lengths ☐ Use Template Field Lengths

Default Entity: ☐ Yes ☐ No ☒ Both

Student Class Status: ☒ Active ☐ Dropped ☐ Both ?

☐ Include Parameter Page

☐ Show Counts Only

☐ Include GRG Page

☐ Limit U.S. Zip Codes to 5 digits ?

Notes:

Maximum characters: 500, Remaining characters: 500

☐ Do Not Display Report To Other Users

Asterisk (*) denotes a required field

Save and Add Fields
Save
Back

9 Click the "Yes" field for Default Entity.

SKYWARD MATTAWA ELEMENTARY (101) Angelina Sosa Saldana Account Preferences Exit ?

Data Mining Favorites New Window My Print Queue

Report Information

* Report Name: **END OF YEAR MIGRANT MASS WD**
* Report Title: **END OF YEAR MIGRANT MASS WD**

☐ Temporary Report - Automatically deleted after 24 hours of creation

Report Orientation: ☐ Portrait ☒ Landscape

Student Status: ☒ Active ☐ Inactive ☐ Both

Student NY Status: ☐ Active ☐ Inactive ☒ Both

Excel Export: ☒ Use Default Field Lengths ☐ Use Template Field Lengths

Default Entity: ☒ Yes ☐ No ☐ Both

Student Class Status: ☒ Active ☐ Dropped ☐ Both ?

Include Parameter Page ☐
Show Counts Only ☐
Include GRG Page ☐
Limit U.S. Zip Codes to 5 digits ?

Save and Add Fields
Save
Back

Notes:

Maximum characters: 500, Remaining characters: 500

☐ Do Not Display Report To Other Users

Asterisk (*) denotes a required field

10 Click "Save and Add Fields"

SKYWARD MATTAWA ELEMENTARY (101) Angelina Sosa Saldana Account Preferences Exit ?

Data Mining Favorites New Window My Print Queue

Report Information

* Report Name: **END OF YEAR MIGRANT MASS WD**
* Report Title: **END OF YEAR MIGRANT MASS WD**

☐ Temporary Report - Automatically deleted after 24 hours of creation

Report Orientation: ☐ Portrait ☒ Landscape

Student Status: ☒ Active ☐ Inactive ☐ Both

Student NY Status: ☐ Active ☐ Inactive ☒ Both

Excel Export: ☒ Use Default Field Lengths ☐ Use Template Field Lengths

Default Entity: ☒ Yes ☐ No ☐ Both

Student Class Status: ☒ Active ☐ Dropped ☐ Both ?

Include Parameter Page ☐
Show Counts Only ☐
Include GRG Page ☐
Limit U.S. Zip Codes to 5 digits ?

Save and Add Fields
Save
Back

Notes:

Maximum characters: 500, Remaining characters: 500

☐ Do Not Display Report To Other Users

Asterisk (*) denotes a required field

11 Click the "Field Search" field.

The screenshot shows the Skyward Data Mining interface for MATTAWA ELEMENTARY (101). The user is logged in as Angelina Sosa Saldana. The report name is "END OF YEAR MIGRANT MASS WD". The report title is "END OF YEAR MIGRANT MASS WD". The report orientation is "Landscape", student status is "Active", excel export is "Default", and default entity is "Yes". The "Field Selection" tab is selected, and a list of fields is visible on the left. The "Field Search" tab is also visible and highlighted with a pink circle.

Report Name: Back

Report Title:

Report Orientation: Student Status: Excel Export: Default Entity:

☒ Field Selection ☐ Field Search

Field Areas

- Activity
- Assessment
- Attendance
- Busing
- Categories
- CTE
- Custom Forms
- Discipline
- E/W
- Emergency
- Entity

Selected Field

Description:

Used For:

Heading 1:

Heading 2:

Length:

Add This Field To Report

Fields on Report

Save and Back

Save and Modify Ranges

Back

Up

Down

Delete

Report Width: 0/172

12 Type the name of the field you want in your report in the **Field Lookup** box.

The screenshot shows the Skyward Data Mining interface for MATTAWA ELEMENTARY (101). The user is logged in as Angelina Sosa Saldana. The report name is "END OF YEAR MIGRANT MASS WD". The report title is "END OF YEAR MIGRANT MASS WD". The report orientation is "Landscape", student status is "Active", excel export is "Default", and default entity is "Yes". The "Field Search" tab is selected, and the "Field Lookup" box is highlighted with a pink circle. The "Field Search" tab is also highlighted with a pink circle.

Report Name: Back

Report Title:

Report Orientation: Student Status: Excel Export: Default Entity:

☐ Field Selection ☒ Field Search

Field Search

Field Lookup:

Type 3 Characters to Start Search

Selected Field Location

Selected Field

Description:

Used For:

Heading 1:

Heading 2:

Length:

Add This Field To Report

Available Fields

Fields on Report

Save and Back

Save and Modify Ranges

Back

Up

Down

Delete

Report Width: 0/172

13

As you type the field name, matching fields will populate in the right box under **Available Fields**. Click on the desired field.

MATTAWA ELEMENTARY (101)

Report Name: END OF YEAR MIGRANT MASS WD

Report Title: END OF YEAR MIGRANT MASS WD

Report Orientation: Landscape Student Status: Active Excel Export: Default Default Entity: Yes

☐ Field Selection ☒ Field Search

Field Search

Field Lookup: Student full
Type 3 Characters to Start Search

Selected Field Location

Available Fields

Student Full Name [Profile]

Selected Field

Description:
Used For:
Heading 1:
Heading 2:
Length:

Add This Field To Report

Fields on Report

Save and Back
Save and Modify Ranges
Back
Up
Down
Delete

Report Width: 0/172

14

The selected field's info will appear in the **Selected Field** section. If correct click "Add This Field To Report".

*If not correct make sure the correct field is highlighted in the **Available Fields** box.*

Report Orientation: Landscape Student Status: Active Excel Export: Default Default Entity: Yes

☐ Field Selection ☒ Field Search

Field Search

Field Lookup: Student full
Type 3 Characters to Start Search

Selected Field Location

Available Fields

Student Full Name [Profile]

Selected Field

Description: Student Full Name
Used For: Profile
Heading 1: Student
Heading 2: Full Name
Length: 30

Add This Field To Report

Fields on Report

Save and Back
Save and Modify Ranges
Back
Up
Down
Delete

Report Width: 0/172

15 The selected field will appear in the **Fields on Report** box.

Do these steps to add all the following fields to the report:

- Student Full Name [Profile]
- *Student Last Name [Profile]
- *Student First Name [Profile]
- *Grade [Profile]
- *MSRTS ID [NCLB]
- Attnd. Year [Attnd Hist Yr]
- *Entry Date [E/W History]
- Days Possible [Attnd Hist Yr]
- Absence Total [Attnd Hist Yr]
- *SSID [NCLB]

(*) Fields are not required, but they're nice to have for sorting purposes or to help with identifying Challenged COE or students who's enrolled date is different in MSIS. Please reference

The screenshot displays a web-based report configuration interface. At the top, the 'Report Name' is 'END OF YEAR MIGRANT MASS WD'. Below this, the 'Report Title' is also 'END OF YEAR MIGRANT MASS WD'. The 'Report Orientation' is set to 'Landscape', 'Student Status' is 'Active', 'Excel Export' is 'Default', and 'Default Entity' is 'Yes'. The 'Field Selection' tab is active, showing a 'Field Search' section with a 'Field Lookup' of 'Student full' and a 'Selected Field Location' of 'General'. The 'Selected Field' section shows the field 'Student Full Name' with a description of 'Student Full Name', used for 'Profile', heading 1 of 'Student', heading 2 of 'Full Name', and a length of 30. The 'Fields on Report' section shows the field 'Student Full Name' with a description of 'Student Full Name' and a length of 30. A pink circle highlights the 'Fields on Report' section. The 'Report Width' is 30/172.

Report Name: END OF YEAR MIGRANT MASS WD [Back]

Report Title: END OF YEAR MIGRANT MASS WD

Report Orientation: Landscape Student Status: Active Excel Export: Default Default Entity: Yes

☐ Field Selection ☒ Field Search

Field Search

Field Lookup: Student full
Type 3 Characters to Start Search

Selected Field Location

General
Profile
Name

Selected Field

Description: Student Full Name
Used For: Profile
Heading 1: Student
Heading 2: Full Name
Length: 30
Add This Field To Report

Fields on Report

Student Full Name [Profile]

Save and Back
Save and Modify Ranges
Back
Up
Down
Delete

Report Width: 30/172

16 Click "Save and Back" after all field have been added to report.

Report Name: **END OF YEAR MIGRANT MASS WD** Back

Report Title: **END OF YEAR MIGRANT MASS WD**

Report Orientation: **Landscape** Student Status: **Active** Excel Export: **Default** Default Entity: **Yes**

☐ Field Selection ☒ Field Search

Field Search

Field Lookup: **SSID**
Type 3 Characters to Start Search

Selected Field Location

NCLB

Available Fields

SSID	[NCLB]
Previous SSID	[NCLB]

Selected Field

Description: **SSID**

Used For: **NCLB**

Heading 1:

Heading 2: **SSID**

Length: **10**

Add This Field To Report

Fields on Report

Student Full Name	[Profile]
Student Last Name	[Profile]
Student First Name	[Profile]
Grade	[Profile]
MSRTS ID	[NCLB]
Migrant (Y/N)	[NCLB]
Attnd. Year	[Attnd Hist Yr]
Entry Date	[E/W History]
Days Possible	[Attnd Hist Yr]
Absence Total	[Attnd Hist Yr]
SSID	[NCLB]

Save and Back

Save and Modify Ranges

Back

Up

Down

Delete

Report Width: **110/172**

17 Click "Ranges"

MATTAWA ELEMENTARY (101) Angelina Sosa Saldana Account Preferences Exit ?

Home **Students** Families Staff Student Services Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Data Mining Print Favorites New Window My Print Queue

Report Information **Report Name: END OF YEAR MIGRANT MASS WD** Add Clone Delete Back

Report Title: **END OF YEAR MIGRANT MASS WD**

Report Orientation: **Landscape** Student Status: **Active** Excel Export: **Default** Default Entity: **Yes**

Print First 10 Records [Print] Excel First 10 Records [Excel] Print Using Processing List Print Using Reports Generator Address Labels

Information Labels Mail Merge Export to File Print Parameter Page

☒ Include All Students Regardless if They Have Data in the Field Areas. ?

☐ Include Students Who Have Data in at Least One of the Selected Field Areas.

☐ Include Only Students Who Have Data in All of the Selected Field Areas.

Fields on Report

Student Full Name	[Profile]
Student Last Name	[Profile]
Student First Name	[Profile]
Grade	[Profile]
MSRTS ID	[NCLB]
Migrant (Y/N)	[NCLB]
Attnd. Year	[Attnd Hist Yr]
Entry Date	[E/W History]
Days Possible	[Attnd Hist Yr]
Absence Total	[Attnd Hist Yr]
SSID	[NCLB]

Add/Delete Fields

Edit Field

Field Areas Edit Areas

Select	Description
<input checked="" type="checkbox"/>	Attendance History
<input checked="" type="checkbox"/>	E/W History
<input checked="" type="checkbox"/>	Student Main Line

3 records displayed

Report Width: **110/172**

18 Click "Edit Ranges"

MATTAWA ELEMENTARY (101) Angelina Sosa Saldana Account Preferences Exit ?

Home Students Families Staff Student Services Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Data Mining Favorites New Window My Print Queue

Report Information Report Name: **END OF YEAR MIGRANT MASS WD** Add Clone Delete Back

Report Title: **END OF YEAR MIGRANT MASS WD**
 Report Orientation: **Landscape** Student Status: **Active** Excel Export: **Default** Default Entity: **Yes**

Print First 10 Records [Print] Excel First 10 Records [Excel] Print Using Processing List Print Using Reports Generator Address Labels
 Information Labels Mail Merge Export to File Print Parameter Page

Report Width: **110/172**

Student Full Name (Profile)
☒ Print Field on Report ☐ Individual Selections
 Name Order: ☒ Last, First, Middle ☐ First Middle Last ☐ Last, First ☐ First Last
 Ranges Low/High: **////////////////////**
 Headings 1: **Student** Headings 2: **Full Name** Length: **30**

Student Last Name (Profile)
☒ Print Field on Report ☐ Individual Selections
 Ranges Low/High: **////////////////////**
 Headings 1: **Student** Headings 2: **Last Name** Length: **30**

Student First Name (Profile)
☒ Print Field on Report ☐ Individual Selections

Edit Ranges
 Add Delete Fields

19 Scroll down to find Attn. Year (Attn. Hist Yr). Click on the ranges Low / High text field and type in the school year in both range fields.

Ex: If the school year is 2024-2025 school year, the school year in skyward is 2025.

MATTAWA ELEMENTARY (101) Angelina Sosa Saldana Account Preferences Exit ?

Data Mining Favorites New Window My Print Queue

Report Information Report Name: **END OF YEAR MIGRANT MASS WD** Back

Report Title: **END OF YEAR MIGRANT MASS WD**
 Report Orientation: **Landscape** Student Status: **Active** Excel Export: **Default** Default Entity: **Yes**

Report Width: **110/172**
☐ Yes ☐ No ☒ Both

Headings 1: Headings 2: **Mig** Length: **3** Save Back

Attn. Year (Attn. Hist Yr)
☒ Print Field on Report ☐ Individual Selections Reset
 Ranges Low/High: **2025**
 Headings 1: Headings 2: **Year** Length: **4**

Entry Date (E/W History)
☒ Print Field on Report ☐ Individual Selections Reset
 Range Low: ☒ Fixed ☐ Variable (Today - 0 days) Range High: ☒ Fixed **12/31/9999** ☐ Variable (Today - 0 days)
 Headings 1: Headings 2: **Entry Date** Length: **10**

Days Possible (Attn. Hist Yr)
☒ Print Field on Report ☐ Individual Selections Reset
 Ranges Low/High: **0** **9999.99**
 Headings 1: Headings 2: **Days Possible** Length: **13**

20

Click "Save"

Skyward

MATTAWA ELEMENTARY (101)

Angelina Sosa SaldanaAccountPreferencesExit?

Data Mining

Report InformationFieldsRangesSortingSelected Students - 0Family Access DisplayFormatAnd/Or FilterTask Manager

Report Name: END OF YEAR MIGRANT MASS WDBack

Report Title: END OF YEAR MIGRANT MASS WDDefaultEntity: YesReport Orientation: LandscapeStudent Status: ActiveExcel Export: Default

Report Width: 110/172

Student Full Name (Profile)☒ Print Field on Report☐ Individual SelectionsName Order:☒ Last, First, Middle☐ First Middle Last☐ Last, First☐ First LastResetRanges Low/High: /Length: 30Headings 1: StudentHeadings 2: Full Name

Student Last Name (Profile)☒ Print Field on Report☐ Individual SelectionsResetRanges Low/High: /Length: 30Headings 1: StudentHeadings 2: Last Name

Student First Name (Profile)☒ Print Field on Report☐ Individual SelectionsResetRanges Low/High: /Length: 17Headings 1: StudentHeadings 2: First Name

Grade (Profile)

SaveBack

21

Click "Format"

MATTAWA ELEMENTARY (101) Angelina Sosa Saldana Account Preferences Exit ?

SKYWARD™

Home ▾ Students Families Staff Student Services Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports 🔍

Data Mining

📌 🖨️ 📷 ⭐ Favorites ▾ 🗑️ New Window 🖨️ My Print Queue

Report Information
Fields
Ranges
Sorting
Selected Students - 0
Family Access Display
Format
And/OR Filter
Task Manager

Report Name: **END OF YEAR MIGRANT MASS WD** [Add] [Clone] [Delete] [Back]

Report Title: **END OF YEAR MIGRANT MASS WD**

Report Orientation: **Landscape** Student Status: **Active** Excel Export: **Default** Default Entity: **Yes**

[Print] [First 10 Records [Print]] [Excel] [First 10 Records [Excel]] [Print Using Processing List] [Print Using Reports Generator] [Address Labels]

[Information Labels] [Mail Merge] [Export to File] [Print Parameter Page]

Report Width: **110/172**

Student Full Name (Profile)

☒ Print Field on Report ☐ Individual Selections

Name Order: ☒ Last, First, Middle ☐ First Middle Last ☐ Last, First ☐ First Last

Ranges Low/High: **/**

Headings 1: **Student** Headings 2: **Full Name** Length: **30**

Student Last Name (Profile)

☒ Print Field on Report ☐ Individual Selections

Ranges Low/High: **/**

Headings 1: **Student** Headings 2: **Last Name** Length: **30**

Student First Name (Profile)

☒ Print Field on Report ☐ Individual Selections

22 Click "Edit"

MATTAWA ELEMENTARY (101) Angelina Sosa Saldana Account Preferences Exit ?

Home Students Families Staff Student Services Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Data Mining Favorites New Window My Print Queue

Report Information Report Name: END OF YEAR MIGRANT MASS WD Add Clone Delete Back

Report Title: END OF YEAR MIGRANT MASS WD
Report Orientation: Landscape Student Status: Active Excel Export: Default Default Entity: Yes

Print First 10 Records [Print] Excel First 10 Records [Excel] Print Using Processing List Print Using Reports Generator Address Labels
Information Labels Mail Merge Export to File Print Parameter Page

☐ Print All Information on One Line Per Person ? Report Width: 110/172 **Edit**

This option does not apply to Address Labels, Information Labels, Export to File, or Mail Merge

Format
And/Or Filter
Task Manager

23 Click the "Print All Information on One Line Per Person" field.

MATTAWA ELEMENTARY (101) Angelina Sosa Saldana Account Preferences Exit ?

Data Mining Favorites New Window My Print Queue

Report Information Report Name: END OF YEAR MIGRANT MASS WD Back

Report Title: END OF YEAR MIGRANT MASS WD
Report Orientation: Landscape Student Status: Active Excel Export: Default Default Entity: Yes

☐ Print All Information on One Line Per Person ? Report Width: 110/172 **Save and Back**
Back

This option does not apply to Address Labels, Information Labels, Export to File, or Mail Merge

Format
And/Or Filter
Task Manager

24 Click "Save and Back"

MATTAWA ELEMENTARY (101) Angelina Sosa Saldana Account Preferences Exit ?

Data Mining Favorites New Window My Print Queue

Report Name: **END OF YEAR MIGRANT MASS WD** Back

Report Title: **END OF YEAR MIGRANT MASS WD**

Report Orientation: **Landscape** Student Status: **Active** Excel Export: **Default** Default Entity: **Yes**

☒ Print All Information on One Line Per Person ?
This option does not apply to Address Labels, Information Labels, Export to File, or Mail Merge

Report Width: **154/172**

Table Information ?

Table Name	Print #
General/Profile/Name	1
General/Profile	1
NCLB	1
Attendance/Attendance History	1
E/W/E/W History	1

Save and Back Back

25 Click "Excel"

MATTAWA ELEMENTARY (101) Angelina Sosa Saldana Account Preferences Exit ?

Home Students Families Staff Student Services Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Data Mining Favorites New Window My Print Queue

Report Name: **END OF YEAR MIGRANT MASS WD** Add Clone Delete Back

Report Title: **END OF YEAR MIGRANT MASS WD**

Report Orientation: **Landscape** Student Status: **Active** Excel Export: **Default** Default Entity: **Yes**

Print First 10 Records [Print] **Excel** First 10 Records [Excel] Print Using Processing List Print Using Reports Generator Address Labels

Information Labels Mail Merge Export to File Print Parameter Page

☒ Print All Information on One Line Per Person ?
This option does not apply to Address Labels, Information Labels, Export to File, or Mail Merge

Report Width: **154/172** Edit

Table Information ?

Table Name	Print #
General/Profile/Name	1
General/Profile	1
NCLB	1
Attendance/Attendance History	1
E/W/E/W History	1

26 Click "View Report"

The screenshot shows the Skyward Data Mining interface. On the left is a sidebar with navigation links: Report Information, Fields, Ranges, Sorting, Selected Students - 0, Family Access Display, Format, And/Or Filter, and Task Manager. The main area displays the 'Report Name: END OF YEAR MIGRANT MASS WD'. Below this are fields for Report Title, Report Orientation (Landscape), Student Status (Active), Excel Export (Default), and Default Entity (Yes). There are buttons for Print, First 10 Records [Print], Excel, First 10 Records [Excel], Print Using Processing List, Print Using Reports Generator, Address Labels, Information Labels, Mail Merge, Export to File, and Print Parameter Page. A checkbox 'Print All Information on One Line Per Person' is checked, with a note: 'This option does not apply to Address Labels, Information Labels, Export to File, or Mail Merge'. The Report Width is 154/172. A 'Table Information' section lists: Table Name, General/Profile/Name, General/Profile, NCLB, Attendance/Attendance History, and E/W/E/W History. A modal dialog box titled 'Request Complete' is centered, stating 'Student Data Mining - END OF YEAR MIGRANT MASS WD has finished processing.' It has a 'View Report' button (circled in pink) and a 'Back' button.

27 When you click View Report, it will prompt you to name the file. Name and click save.

The screenshot shows the Skyward Data Mining interface with a 'Save As' dialog box open. The dialog box has a 'Save As:' field with the text 'ME Mass Wd Totals '25', a 'Tags:' field, and a 'Where:' dropdown menu set to 'Desktop'. There are 'Cancel' and 'Save' buttons. The background interface is dimmed, showing the same report configuration as in the previous screenshot. The top navigation bar includes 'MATTAWA ELEMENTARY (101)' and user information 'Angelina Sosa Saldana'. The left sidebar is also visible.

28

Open or Locate the Exported Excel File
Your file should download automatically to your download folder.

www2.scrdc.wa-k12.net/scripts/cgiiip.exe/WService=wahluks71/sdatatabs000.w?hnameid=5860&hmode=edit

MATTAWA ELEMENTARY (101)

Home
Students
Families
Staff
Student Services
Office
Administration
Educator Access Plus
Advanced Features
Federal/State Reporting
Custom Reports

Data Mining

Report Information

Report Name: **END OF YEAR MIGRANT MASS WD**
Add

Report Title: **END OF YEAR MIGRANT MASS WD**

Report Orientation: **Landscape**
Student Status: **Active**
Excel Export: **Default**
Default Entity: **Yes**

Print
First 10 Records [Print]
Excel
First 10 Records [Excel]
Print Using Processing List
Print Using Reports Generator
Address Labels

Information Labels
Mail Merge
Export to File
Print Parameter Page

Report Name: **END OF YEAR MIGRANT MASS WD**
Edit

Report Title: **END OF YEAR MIGRANT MASS WD**

Report Orientation: ☐ Portrait ☒ Landscape
☐ Include Parameter Page

Student Status: ☒ Active ☐ Inactive ☐ Both
☐ Show Counts Only

Student NY Status: ☐ Active ☐ Inactive ☒ Both
☐ Include GRG Page

Excel Export: ☒ Use Default Field Lengths ☐ Use Template Field Lengths
☐ Limit U.S. Zip Codes to 5 digits ?

Default Entity: ☒ Yes ☐ No ☐ Both

Student Class Status: ☒ Active ☐ Dropped ☐ Both ?

Notes:

☐ Do Not Display Report To Other Users

ME Mass WD Totals '25.xls
23.4 KB • Done

SKR2331774WA13073D9Z2W2I74264
2.xlsx
23.4 KB • 2 minutes ago

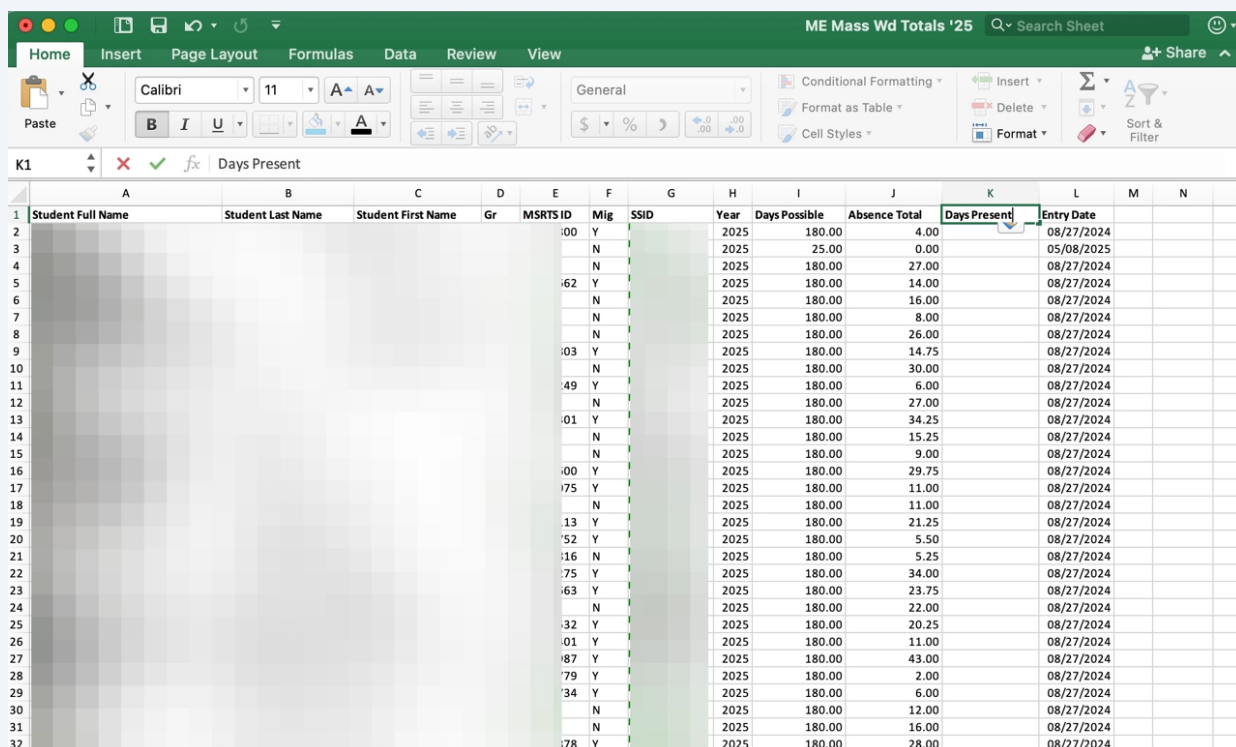
29 Open the excel sheet.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Student Full Name	Student Last Name	Student First Name	Gr	MSRTS ID	Mig	SSID	Year	Days Possible	Absence Total	Entry Date			
1														
2					00	Y		88	2025	180.00	4.00	08/27/2024		
3						N		80	2025	25.00	0.00	05/08/2025		
4						N		56	2025	180.00	27.00	08/27/2024		
5					62	Y		65	2025	180.00	14.00	08/27/2024		
6						N		92	2025	180.00	16.00	08/27/2024		
7						N		44	2025	180.00	8.00	08/27/2024		
8						N		66	2025	180.00	26.00	08/27/2024		
9					03	Y		27	2025	180.00	14.75	08/27/2024		
10						N		14	2025	180.00	30.00	08/27/2024		
11					49	Y		13	2025	180.00	6.00	08/27/2024		
12						N		38	2025	180.00	27.00	08/27/2024		
13					01	Y		17	2025	180.00	34.25	08/27/2024		
14						N		71	2025	180.00	15.25	08/27/2024		
15						N		01	2025	180.00	9.00	08/27/2024		
16					00	Y		64	2025	180.00	29.75	08/27/2024		
17					75	Y		81	2025	180.00	11.00	08/27/2024		
18						N		81	2025	180.00	11.00	08/27/2024		
19					13	Y		48	2025	180.00	21.25	08/27/2024		
20					52	Y		51	2025	180.00	5.50	08/27/2024		
21					16	N		71	2025	180.00	5.25	08/27/2024		
22					75	Y		51	2025	180.00	34.00	08/27/2024		
23					63	Y		10	2025	180.00	23.75	08/27/2024		
24						N		70	2025	180.00	22.00	08/27/2024		
25					32	Y		36	2025	180.00	20.25	08/27/2024		
26					01	Y		99	2025	180.00	11.00	08/27/2024		
27					87	Y		61	2025	180.00	43.00	08/27/2024		
28					79	Y		47	2025	180.00	2.00	08/27/2024		
29					34	Y		94	2025	180.00	6.00	08/27/2024		
30						N		25	2025	180.00	12.00	08/27/2024		
31						N		44	2025	180.00	16.00	08/27/2024		
32					78	Y		57	2025	180.00	28.00	08/27/2024		

30 Right-click on the column header after the Absence Total column. In this example, right-click on column "J". Select **Insert** from the context menu.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Student Full Name	Student Last Name	Student First Name	Gr	MSRTS ID	Mig	SSID	Year	Days Possible	Absence Total	Entry Date			
1														
2					00	Y		2025	180.00	4.00	08/27/2024			
3						N		2025	25.00	0.00	05/08/2025			
4						N		2025	180.00	27.00	08/27/2024			
5					62	Y		2025	180.00	14.00	08/27/2024			
6						N		2025	180.00	16.00	08/27/2024			
7						N		2025	180.00	8.00	08/27/2024			
8						N		2025	180.00	26.00	08/27/2024			
9					03	Y		2025	180.00	14.75	08/27/2024			
10						N		2025	180.00	30.00	08/27/2024			
11					49	Y		2025	180.00	6.00	08/27/2024			
12						N		2025	180.00	27.00	08/27/2024			
13					01	Y		2025	180.00	34.25	08/27/2024			
14						N		2025	180.00	15.25	08/27/2024			
15						N		2025	180.00	9.00	08/27/2024			
16					00	Y		2025	180.00	29.75	08/27/2024			
17					75	Y		2025	180.00	11.00	08/27/2024			
18						N		2025	180.00	11.00	08/27/2024			
19					13	Y		2025	180.00	21.25	08/27/2024			
20					52	Y		2025	180.00	5.50	08/27/2024			
21					16	N		2025	180.00	5.25	08/27/2024			
22					75	Y		2025	180.00	34.00	08/27/2024			
23					63	Y		2025	180.00	23.75	08/27/2024			
24						N		2025	180.00	22.00	08/27/2024			
25					32	Y		2025	180.00	20.25	08/27/2024			
26					01	Y		2025	180.00	11.00	08/27/2024			
27					87	Y		2025	180.00	43.00	08/27/2024			
28					79	Y		2025	180.00	2.00	08/27/2024			
29					34	Y		2025	180.00	6.00	08/27/2024			
30						N		2025	180.00	12.00	08/27/2024			
31						N		2025	180.00	16.00	08/27/2024			
32					78	Y		2025	180.00	28.00	08/27/2024			

- 31 Select the first cell under the newly added column and type **Days Present** as the header.



The screenshot shows an Excel spreadsheet titled "ME Mass Wd Totals '25". The spreadsheet has columns A through O. Column A is "Student Full Name", B is "Student Last Name", C is "Student First Name", D is "Gr", E is "MSRTS ID", F is "Mig", G is "SSID", H is "Year", I is "Days Possible", J is "Absence Total", K is "Days Present", L is "Entry Date", M is blank, N is blank, and O is blank. The "Days Present" column (K) is highlighted in green. The data rows start from row 2 and go down to row 32. The first row of data (row 2) shows a student with MSRTS ID 00, Mig Y, SSID, Year 2025, Days Possible 180.00, Absence Total 4.00, and Entry Date 08/27/2024. The subsequent rows show similar data for other students.

Student Full Name	Student Last Name	Student First Name	Gr	MSRTS ID	Mig	SSID	Year	Days Possible	Absence Total	Days Present	Entry Date
				00	Y		2025	180.00	4.00		08/27/2024
					N		2025	25.00	0.00		05/08/2025
					N		2025	180.00	27.00		08/27/2024
				62	Y		2025	180.00	14.00		08/27/2024
					N		2025	180.00	16.00		08/27/2024
					N		2025	180.00	8.00		08/27/2024
					N		2025	180.00	26.00		08/27/2024
				03	Y		2025	180.00	14.75		08/27/2024
					N		2025	180.00	30.00		08/27/2024
				49	Y		2025	180.00	6.00		08/27/2024
					N		2025	180.00	27.00		08/27/2024
				01	Y		2025	180.00	34.25		08/27/2024
					N		2025	180.00	15.25		08/27/2024
					N		2025	180.00	9.00		08/27/2024
				00	Y		2025	180.00	29.75		08/27/2024
				75	Y		2025	180.00	11.00		08/27/2024
					N		2025	180.00	11.00		08/27/2024
				13	Y		2025	180.00	21.25		08/27/2024
				52	Y		2025	180.00	5.50		08/27/2024
				16	N		2025	180.00	5.25		08/27/2024
				75	Y		2025	180.00	34.00		08/27/2024
				63	Y		2025	180.00	23.75		08/27/2024
					N		2025	180.00	22.00		08/27/2024
				32	Y		2025	180.00	20.25		08/27/2024
				01	Y		2025	180.00	11.00		08/27/2024
				87	Y		2025	180.00	43.00		08/27/2024
				79	Y		2025	180.00	2.00		08/27/2024
				34	Y		2025	180.00	6.00		08/27/2024
					N		2025	180.00	12.00		08/27/2024
					N		2025	180.00	16.00		08/27/2024
				78	Y		2025	180.00	28.00		08/27/2024

- 32 In the cell right under the Days Present header (cell K2) enter the excel formula:

=I2-J2

This is a subtraction formula. It's used to subtract the value in cell J2 from the value in cell I2. This formula will produce the total days present for the student in that row.

Steps **32 - 35** will guide you on how to do that step by step.

33 In the first cell under Days Present enter "="

ME Mass Wd Totals '25 Search Sheet

View Share

Custom

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

Σ

Sort & Filter

E	F	G	H	I	J	K	L	M	N
MSRTS ID	Mig	SSID	Year	Days Possible	Absence Total	Days Present	Entry Date		
	Y		2025	180.00	4.00	=	08/27/2024		
	N		2025	25.00	0.00		05/08/2025		
	N		2025	180.00	27.00		08/27/2024		

34 Using your plus sign cursor, click on the first cell under Days Possible. It will turn blue with a dashed border, and the cell name will appear next to the "=" sign in the cell where the formula is being entered.

ME Mass Wd Totals '25 Search Sheet

View Share

Custom

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

Σ

Sort & Filter

E	F	G	H	I	J	K	L	M	N
MSRTS ID	Mig	SSID	Year	Days Possible	Absence Total	Days Present	Entry Date		
	Y		2025	180.00	4.00	=I2	08/27/2024		
	N		2025	25.00	0.00		05/08/2025		
	N		2025	180.00	27.00		08/27/2024		

- 35 Enter the minus sign by clicking the "-" key on your keyboard.

ME Mass Wd Totals '25 Q Search Sheet

View + Share

Custom Conditional Formatting Insert Σ A Z Sort & Filter

\$ % ↔.0 .00 Format as Table Delete Format

Cell Styles

E	F	G	H	I	J	K	L	M	N
MSRTS ID	Mig	SSID	Year	Days Possible	Absence Total	Days Present	Entry Date		
	Y		2025	180.00	4.00	=I2-	08/27/2024		
	N		2025	25.00	0.00		05/08/2025		
	N		2025	180.00	27.00		08/27/2024		
	Y		2025	180.00	14.00		08/27/2024		
	N		2025	180.00	16.00		08/27/2024		

- 36 Using your plus sign cursor again, click on the first cell under Absence Total. It will turn red with a dashed border, and the cell name will appear next to the "-" sign in the cell where the formula is being entered.

ME Mass Wd Totals '25 Q Search Sheet

View + Sha

Custom Conditional Formatting Insert Σ A Z Sort & Filter

\$ % ↔.0 .00 Format as Table Delete Format

Cell Styles

E	F	G	H	I	J	K	L	M	N
MSRTS ID	Mig	SSID	Year	Days Possible	Absence Total	Days Present	Entry Date		
	Y		2025	180.00	4.00	=I2-J2	08/27/2024		
	N		2025	25.00	0.00		05/08/2025		
	N		2025	180.00	27.00		08/27/2024		

37

Click the Enter key on your keyboard. The formula will do the math and the total days present will show in the cell.

ME Mass Wd Totals '25									
View									
<div> <div>Custom</div> <div> <div>\$</div> <div>%</div> <div> <div>←.0</div> <div>→.00</div> </div> </div> <div> <div>Conditional Formatting</div> <div>Format as Table</div> <div>Cell Styles</div> </div> <div> <div>Insert</div> <div>Delete</div> <div>Format</div> </div> <div> <div>Σ</div> <div> <div>↓</div> <div>Sort & Filter</div> </div> </div> </div>									
E	F	G	H	I	J	K	L	M	N
MSRTS ID	Mig	SSID	Year	Days Possible	Absence Total	Days Present	Entry Date		
	Y		2025	180.00	4.00	176.00	08/27/2024		
	N		2025	25.00	0.00		05/08/2025		
	N		2025	180.00	27.00		08/27/2024		

38

Using your plus sign cursor again, hover over the small green square in the corner of the first cell under Absence Total where total is shown. The cursor will turn black.

ME Mass Wd Totals '25									
View									
<div> <div>Custom</div> <div> <div>\$</div> <div>%</div> <div> <div>←.0</div> <div>→.00</div> </div> </div> <div> <div>Conditional Formatting</div> <div>Format as Table</div> <div>Cell Styles</div> </div> <div> <div>Insert</div> <div>Delete</div> <div>Format</div> </div> <div> <div>Σ</div> <div> <div>↓</div> <div>Sort & Filter</div> </div> </div> </div>									
E	F	G	H	I	J	K	L	M	
MSRTS ID	Mig	SSID	Year	Days Possible	Absence Total	Days Present	Entry Date		
	Y		2025	180.00	4.00	176.00	08/27/2024		
	N		2025	25.00	0.00		05/08/2025		
	N		2025	180.00	27.00		08/27/2024		

39

Once the cursor turns black click down, hold, and drag down to select all the cell where total days present are needed.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
	Student Full Name	Student Last Name	Student First Name	Gr	MSRTS ID	Mig	SSID	Year	Days Possible	Absence Total	Days Present	Entry Date			
2						Y		2025	180.00	4.00	176.00	08/27/2024			
3						N		2025	25.00	0.00		05/08/2025			
4						N		2025	180.00	27.00		08/27/2024			
5						Y		2025	180.00	14.00		08/27/2024			
6						N		2025	180.00	16.00		08/27/2024			
7						N		2025	180.00	8.00		08/27/2024			
8						N		2025	180.00	26.00		08/27/2024			
9						Y		2025	180.00	14.75		08/27/2024			
10						N		2025	180.00	30.00		08/27/2024			
11						Y		2025	180.00	6.00		08/27/2024			
12						N		2025	180.00	27.00		08/27/2024			
13						Y		2025	180.00	34.25		08/27/2024			
14						N		2025	180.00	15.25		08/27/2024			
15						N		2025	180.00	9.00		08/27/2024			
16						Y		2025	180.00	29.75		08/27/2024			
17						Y		2025	180.00	11.00		08/27/2024			
18						N		2025	180.00	11.00		08/27/2024			
19						Y		2025	180.00	21.25		08/27/2024			
20						Y		2025	180.00	5.50		08/27/2024			
21						N		2025	180.00	5.25		08/27/2024			
22						Y		2025	180.00	34.00		08/27/2024			
23						Y		2025	180.00	23.75		08/27/2024			
24						N		2025	180.00	22.00		08/27/2024			
25						Y		2025	180.00	20.25		08/27/2024			
26						Y		2025	180.00	11.00		08/27/2024			
27						Y		2025	180.00	43.00		08/27/2024			
28						Y		2025	180.00	2.00		08/27/2024			
29						Y		2025	180.00	6.00		08/27/2024			
30						N		2025	180.00	12.00		08/27/2024			
31						N		2025	180.00	16.00		08/27/2024			
32						Y		2025	180.00	28.00		08/27/2024			

40 Once you reach the bottom release the cursor, all totals should now appear.

157		Y	2025	180.00	24.00	08/27/2024
158		Y	2025	180.00	8.00	08/27/2024
159		N	2025	180.00	16.00	08/27/2024
160		Y	2025	180.00	21.00	08/27/2024
161		Y	2025	180.00	1.00	08/27/2024
162		N	2025	180.00	8.00	08/27/2024
163		Y	2025	180.00	3.00	08/27/2024
164		Y	2025	180.00	13.00	08/27/2024
165		N	2025	180.00	45.00	08/27/2024
166		Y	2025	180.00	10.50	08/27/2024
167		N	2025	180.00	11.00	08/27/2024
168		N	2025	180.00	11.00	08/27/2024
169		N	2025	180.00	16.00	08/27/2024
170		N	2025	180.00	12.00	08/27/2024
171		N	2025	180.00	16.00	08/27/2024
172		N	2025	180.00	14.00	08/27/2024
173		Y	2025	180.00	25.50	08/27/2024
174		Y	2025	180.00	10.00	08/27/2024
175		Y	2025	180.00	14.00	08/27/2024
176		Y	2025	180.00	71.75	08/27/2024
177		Y	2025	180.00	14.00	08/27/2024
178		Y	2025	180.00	6.00	08/27/2024
179		Y	2025	180.00	21.00	08/27/2024
180		N	2025	180.00	7.00	08/27/2024
181		N	2025	178.00	5.00	08/29/2024
182		N	2025	180.00	25.00	08/27/2024
183		N	2025	180.00	4.25	08/27/2024
184		Y	2025	180.00	10.50	08/27/2024
185		Y	2025	180.00	34.00	08/27/2024
186		Y	2025	180.00	23.00	08/27/2024
187		Y	2025	180.00	3.00	08/27/2024
188		Y	2025	180.00	11.75	08/27/2024
189		N	2025	180.00	4.00	08/27/2024
190		Y	2025	180.00	21.00	08/27/2024
191		N	2025	180.00	19.00	08/27/2024
192		Y	2025	180.00	7.00	08/27/2024
193		Y	2025	180.00	10.00	08/27/2024
194		Y	2025	180.00	5.00	08/27/2024
195		N	2025	180.00	62.00	08/27/2024
196		Y	2025	180.00	10.00	08/27/2024
197		N	2025	180.00	9.00	08/27/2024
198		Y	2025	180.00	4.00	08/27/2024
199		Y	2025	180.00	8.00	08/27/2024
200						
201						
202						

41 You've successfully exported the report and your data is now ready in Excel! You can sort, filter, and move data as needed. This final data set will support accurate mass withdrawals in MSIS2.