Welcome to the SUN, short for Skyward Users Newsletter. This periodic newsletter is here to provide LCISD staff with Skyward information, updates, pro user tips, reminders, and more!

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Course Selection by Career Plans

This year all high school students will select their next year courses using the Career Plans feature in Skyward. Career Plans allow students to map out their four-year plan in high school. This will help students stay on track for graduation based on their declared endorsement and gives counselors a tool to begin course selection conversations at any point in the year. Once complete, courses in a student’s career plan for the 2018-2019 school year will be turned into course requests. Counselors have already been trained on the ins and outs of the career plan process and selection windows. For an overview of the Career Plan process and course selection window dates, please see the image below.

The Career Plan/ Course Selection Process

1. Students choose their endorsement/pathway

Most high school students have already done this. 8th Graders will do this a week before their course selection window opens.

2. Career Plan Templates Pushed Out

Career Plan templates will be pushed out to all students the weekend before course selection opens.

3. Students select courses for their Career Plans

High school students will use the Career Plan tab INSTEAD OF the course request screen in Family Access to choose their classes.

4. Career Plans converted into course requests

After the window closes, courses from the Career Plan will be converted into course requests (for the next year only) and courses can now be managed in future scheduling.

Course Selection Windows for 2019

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<th>Window Dates</th>
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<tr>
<td>January 14th - 18th</td>
<td>8th Grade Endorsement Selection Window</td>
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<td>January 22nd - February 11th</td>
<td>High School Course Selection Window</td>
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<td>February 13th – 25th</td>
<td>Junior High Course Selection Window</td>
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Student Transfers & Move-in Dates

ATTENTION Campus Secretaries and Registrars - Remember to check your In-District and Out-of-District Transfers for "Move-In Dates". The Permit Codes used for Pending Residence Change and Residence Change/Stay thru End of Semester are OD2, OD3, ID2 & ID3. Look for these specific codes on your weekly Permit Code Report. Also remember to alert the appropriate personnel below if students have moved into your campus’ boundaries so that unneeded transfers can be revoked.

Out-of-District Transfers: Karen Vacek at ext. 0110
In-District Transfers- Elementary: Lila Villagomez at ext. 0120
In-District Transfers- Secondary: Anabel Soto at ext. 0123

When you remove the Permit Code in the School Path screen, please remember to ALWAYS remove the Effective Date AT THE SAME TIME otherwise the date will get “stuck” in that field. If the move-in date has passed and the family is still not in their new residence, they will need to renew their transfer request. Remember that the family must reside at the address used.
**Secondary Administrators**

The Skyward Grade Analysis report is a quick and easy way to see what percentage of a teacher's class received a passing or failing grade. With a little setup, you can run this for every grading period throughout the year, for all of your teachers, all at one time! Check out the video below for the simple instructions on how to run this useful report. This video, along with other grading reports, can be found in the iCafe Skyward Admin resources page > Teacher Gradebook > Grade Reports.

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**Exam Exemption Absence Letters**

Administrators should have received their second batch of letters for students with more than three absences negating their exemptions. You will receive one more batch around 12/04/2018 for the first semester. Please remember to hand these out with the appropriate report card or progress report. This is your way to notify students of semester exam exemption eligibility due to absences. You can access the letters via the shared OneNote Notebook. If you are a campus administrator and need the link, please submit a Help Desk Ticket for Skyward Support with the Issue Type of Reports. Exemption letters for second semester will post on February 22, April 19, and May 13, 2019.

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**Pro Tip: Saved Reports**

Did you know that you can access reports you have already processed anywhere you see the button? Reports stored in the Print Queue are automatically deleted after two days. However, you can save the report from within the Print Queue and it will be available until you delete it. You also have the option to share the report, so other users can access it! If you do not currently have Save this Report and would like it, please complete a Help Desk Ticket for Skyward Support with the Issue Type of Security Rights.

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**Upcoming Trainings**

**Tech: Skyward Data Mining Basics (for Office Staff)**

December 4th - various times listed below (pick one)