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 for 2019-2020

Course Selection by Career Plans is now completed for high school students. Career Plans have now been converted into course requests, completing STEP 4! Currently, high school counselors are in the process verifying, and updating, course requests. Students who will be 7th or 8th graders next year will have completed online course selection by February 25th and incoming 6th graders are now in the process of selecting next year’s courses. Please review the image below for the course selection windows for 2019.

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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Contacting Next Year’s Students

Need to communicate with families of students who will be enrolled at your campus next year? It’s easy to do with this 2-step process. The information below is also available on the iCafe. Go to iCafe.lcisd.org>Skylert> Custom Contact List

**Step 1**

First, you need to create a list of students who will be attending your campus next year using Skyward’s Data Mining tool. Click here to view a step-by-step tutorial.

**Step 2**

Now that you have created a CSV file of contacts, you can now import the file into Skylert to communicate with your families. Click here to view a step-by-step tutorial.
Registration for students enrolling next year will open on April 1, 2019. When completing the online registration, guardians now have the option to select the current school year or next school year:

As you begin enrolling students for next school year, please verify that parents selected the correct option before completing the registration and correct it if they did not before you finalize the registration.

A few things to keep in mind regarding next school year enrollments:

- If you have your ranges set to show both CY active and inactive students, you will be able to see those students immediately.
- Next year ONLY enrollees should be INACTIVE for the current year and ACTIVE for next school year.
- When looking at these students in Skyward, they will show as one year BELOW what you expect – i.e. a Kindergarten student next year will show as a PK student after their registration is complete. That is because their “current” grade is PK and they will “roll” to Kindergarten once we complete the end of year process.
- Beginning of year forms are NOT available for these enrollees. These students will have those forms completed at the start of next school year. Current year enrolling students will still complete the beginning of year forms as part of their enrollment.

Pro Tip: Alerts — Something needs your Attention

Some job tasks require approvals and processing by campus personnel. If this alert symbol appears in your Skyward toolbar located in the upper righthand of your screen, you may have a task that needs your attention. When you click on the icon, a new window will open with tasks that require your attention.

Alerts that you may see are:

- Teachers have requested grades changes to be made after the posting window has closed
- A guardian has sent a change request through Family Access that needs to be approved
- There are NEW student enrollment applications that need to be processed