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!

What’s Inside

Pre-PEIMS Reports | Student Pictures | Permit Code Reports | Pro Tip: Favorites | Upcoming Trainings

**Pre-PEIMS Reports**

**PEIMS Campus Contacts**

PEIMS Submission 1 will be here before you know! Now is the time to run your Pre-PEIMS report to view your campus’ data and make corrections if needed. Follow the schedule below for running your reports and make sure that each report is clear of fatal errors.

<table>
<thead>
<tr>
<th>Monday, October 29th</th>
<th>Tuesday, October 30th</th>
<th>November 2nd</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 Identification Record</td>
<td>110 Enrollment Record</td>
<td>090 Staff Responsibilities –</td>
</tr>
<tr>
<td>101 Demographic Record</td>
<td></td>
<td>*Mass updates need to be run before you run this report, and those will be completed by November 2.</td>
</tr>
<tr>
<td>102 Student Unique ID Record</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For help setting up your Pre-PEIMS templates see the image below.

Instructions for set up and running Pre-PEIMS Reports:

Go to Federal/State Reporting>PEIMS>Pre-PEIMS

1. Template Settings
   a. Enter Template Name
   b. Share with other users

2. Report Options
   a. Select PEIMS Submission 1
   b. Select Print Edits as Fatals Only
   c. Click Print Errors Only

3. Report Ranges
   a. Leave entity and Grade/Grad open
   b. Enter As-Of Date 10/26/2018
   c. Enter School Year 2019

4. Click Save and Print

Reminder: Our yearly training on November 6th at the iCafe. To sign up, click the appropriate link under Upcoming Trainings in this newsletter. If you have any questions, please contact Linda Tayler, ltayler@lcisd.org.
Campus Secretaries, student pictures have been imported into Skyward. Please keep an eye out for any student profiles with the wrong picture. If you do come across a student with an incorrect photo, please complete a Help Desk Ticket for Skyward Support with the Issue Type of Reports.

Permit Codes Reports

REMINDER: Permit Code Reports are being sent every Wednesday via automated email. If you receive this report it is your responsibility to correct this information in Skyward. Permit codes are only created at the district level. If a permit code is needed, or if you are an elementary secretary, clerk, or a secondary registrar and you have not received the email, please complete a Help Desk Ticket for Skyward Support with the Issue Type of Reports.

Pro Tip: Create a Favorite in Skyward

Did you know that you can create shortcuts to your most used screens in Skyward? This process is known in Skyward as Favorites and they are quick and easy to set up! All you need to do is to click the star next to the name of the screen that you would like to favorite.

To access your favorites when you need them, just click the drop-down menu located along the far right of the title bar.

Upcoming Trainings

RAA: Staff Responsibility Training (Elementary Admin Assistants)
November 6th 9:00 AM – 11:30 AM - iCafe Training Lab- Development Ctr.

RAA: Staff Responsibility Training (Secondary (MS/JH/HS))
November 6th 1:00 PM – 3:30 PM - iCafe Training Lab- Development Ctr.

Tech: Skyward Family Access Support Training (for Office Staff)
November 13th various Times listed below (pick one)

Skyward Basics Boot Camp- New to Skyward? Come to this training to learn the basics. (Office Staff)
November 27th - 8:30 AM -10:00 AM – TBD