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

**TDS PEIMS Reports**

**Student Pictures**

**Permit Code Reports**

**Pro Tip: Phone Look UP**

**Upcoming Trainings**

**TDS PEIMS Reports**

**PEIMS Campus Contacts** Now is a great time to set up your TDS Report Templates in preparation for PEIMS Submission 1. Currently, Skyward is re-working some of these reports. However, you can set up your template ahead of time so that you are prepared when it’s time to print your reports for your campus. Please review the template example below to help you set up your templates. Linda Tayler will contact you to let you know when to run and print your reports. If you have any questions, please contact Linda Tayler, ltayler@lcisd.org.

**Template for TDS Report**

Go to Federal/State Reporting > Texas Student Data System (TSDS) > TSDS PEIMS > TSDS PEIMS Data Processing:

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

2. **Report Ranges**
   a. Set the School Year to 2020
   b. Set Report Type to “Report Only”
   c. Set Submission Period to “Submission 1”
   d. Set Print Rules to “Fails Only”
   e. Click Print Errors Only

3. **Student Ranges**
   a. Set PEIMS As-Of-Date to “10/25/19”
   b. Choose “Other ID” for the Local Students ID
   c. Set the Default Career Tech. Indicator to “1-C/T COURSE PARTICIPANT-NO TP”

4. **Deselect all the reports**, and then select the reports as listed below:

   **Elementary & Secondary:**
   - *Demographics* (40100) Basic Information
   - (40110) Student Program
   - (40110) Student Association

   **Title I - (41461) Title I, Part A Program**

   **Special Education - (41163) Special Education Program** – should be run and given to the Diag. or Speech Therapist for corrections.

   **Secondary Only:**
   - (Run the following reports in the following groups):
   - *Leavers - (40203) Student School Leaver
   - *CTE - (41169) Career and Technical Program & (40170) Career and Technical Course
   - *Graduation - (48011) Student Graduation Program
Campus Secretaries, most 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. 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: Phone Number Look Up

Announcing a NEW Feature in Skyward called Phone Number Lookup!

Now you can enter a phone number in Skyward and find the name that it is associated with. This works for staff, students, and guardians that have phone numbers currently existing in Skyward.

Try it out today by going to Advanced Features> Name Maintenance> Phone Number Lookup.

Upcoming Trainings

Tech: Skyward Automated Emails (for Office Staff)
November 14th various Times listed below (pick one)

9:00 AM to 9:30 AM - WEBINAR https://lamar.schoolobjects.com//wshop/default.aspx?cid=7486
3:00 PM to 3:30 PM - WEBINAR https://lamar.schoolobjects.com//wshop/default.aspx?cid=7487

Tech: Skyward Second Semester Schedule Changes (for Office Staff)
December 5th various Times listed below (pick one)

9:00 AM to 9:30 AM - WEBINAR https://lamar.schoolobjects.com//wshop/default.aspx?cid=7488
3:00 PM to 3:30 PM - WEBINAR https://lamar.schoolobjects.com//wshop/default.aspx?cid=7489