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**

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- ADA & Membership Verification Due Dates
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**Scheduling Reminder: Effective Dates**

Now that the school year has officially started, you need to change the setting in Skyward to be prompted for an effective date as you enroll new students throughout the year. Follow the steps below on how to do that.

**STEP 1**

Go to Office > Current Scheduling > Student Schedule Generation > Entry by Student (or Entry by Class, either one) and on the right side of the screen, you will see the Options button (shown below).

**STEP 2**

When the Options window opens, make sure that you check the box next to “Prompt for Effective date”, uncheck Include Effective Date in Save, and click Save.

**For the students that you enroll during the year, you need to enter the effective date (it will default to the current date), but you might need to alter based on the enrollment time, etc.**

**ADA & Membership Verification Due Dates**

Elementary Administrative Assistants and Secondary Registrars mark your calendars! Listed below are the ADA Due Dates and Due Dates for Membership Verifications

### 2018-2019 ADA Report Schedule and Due Dates

<table>
<thead>
<tr>
<th>Six Week</th>
<th>6 Weeks End Date</th>
<th>Validated Sp. Programs Reports due to campus staff</th>
<th>Daily Register Run</th>
<th>Signed Form Due To Student Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10/05/18</td>
<td>10/10/18</td>
<td>10/15/18</td>
<td>10/17/2018</td>
</tr>
<tr>
<td>2</td>
<td>11/09/18</td>
<td>11/14/18</td>
<td>11/19/18</td>
<td>11/21/2018</td>
</tr>
<tr>
<td>3</td>
<td>12/21/18</td>
<td>12/26/18</td>
<td>01/01/19</td>
<td>01/03/2019</td>
</tr>
<tr>
<td>4</td>
<td>02/22/19</td>
<td>02/27/19</td>
<td>02/28/19</td>
<td>03/01/2019</td>
</tr>
<tr>
<td>5</td>
<td>04/18/19</td>
<td>04/23/19</td>
<td>04/24/19</td>
<td>04/26/2019</td>
</tr>
<tr>
<td>6</td>
<td>06/06/19</td>
<td>06/11/19</td>
<td>06/12/19</td>
<td>06/14/2019</td>
</tr>
</tbody>
</table>

### 2018-2019 Membership Verification Schedule and Due Dates

<table>
<thead>
<tr>
<th>Membership Verification</th>
<th>Date</th>
<th>Due to Student Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Six Weeks</td>
<td>Wednesday, 10/03/2018</td>
<td>Wednesday, 10/10/2018</td>
</tr>
<tr>
<td>4th Six Weeks</td>
<td>Wednesday, 02/20/2019</td>
<td>Wednesday, 02/27/2019</td>
</tr>
</tbody>
</table>
Double Checking your COUNTS!

Don’t forget to check your Entity Counts against your Enrollment Counts to make sure that they are the same! Check out the images below to see where you can find these in Skyward.

Entity Counts are under Advances Features>Entity Counts

Enrollment Report is under Office>Attendance>Reports>Enrollment Report. The date will need to be entered for the day you are checking.

Membership Verification How-To on the iCafe

Need a refresher on how to verify membership? Look no further than the iCafe! On the iCafe go to Skyward for Admin>Student Account > Membership Verification.

Pro Tip: Open Second Skyward Session

Have you ever tried logging into Skyward a second time hoping to work in two separate windows? If you have, you probably got a message indicating that you were logged out of the first session. But there is a way to work in Skyward on multiple windows!

The New Window option allows you to open a new window of Skyward. This option can be handy when you don’t want to close the area you’re currently working in, but want to look something up elsewhere in the software. Just click on the “New Window” button to create a second window. After the New Window is open, you can navigate to a new area of the software.

Upcoming Trainings

RAA: 1st Six Weeks ADA Reports and Membership Verification (Secondary Registrars (MS/JH/HS))
October 2\textsuperscript{nd} 9:00 AM – 11:30 AM – BC 215 C

RAA: 1st Six Weeks ADA Reports and Membership Verification (Elementary Admin Assistants)
October 2\textsuperscript{nd} 1:00 PM – 3:30 PM - BC 215 C

Tech: New Student Button in Skyward (for Teachers) Webinar
October 2\textsuperscript{nd} 4:00 PM- 4:30PM- WEBINAR

Skyward Basics Boot Camp- New to Skyward? Come to this training to learn the basics. (Office Staff)
October 16\textsuperscript{th} - 8:30 AM -10:00 AM - Development Center