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The Student Profile is an area that you can access data for an individual student from one location. The data found is similar to the information that is located under the Student Browse, but it is organized in a different view. When viewing the Student Profile through the District Entity(000), you may have multiple occurrences of one student’s record if they have been enrolled in more than one entity in the district.

The Student Profile is found by navigating to Student Management>Students>Student Profile.
The Student Profile is organized so that you will work with one student’s data at a time. The details of the student’s data is organized among the different tabs going down the left side of the screen. Some of the tabs are split into subareas such as the General tab and Entity tab.
Locating a Student

There are several ways for you to select a student to view their information in the Student Profile. The quickest and probably the most common way is to enter the student’s Namekey in the Student field at the top of the screen. The Namekey is automatically generated when you add a name into Skyward. The Namekey consists of the first 5 letters of the last name, first 3 letters of the first name and a tie-breaker number. (Example – Mary Smith would be SMITHMAR000). You can also enter in a student’s Other ID or State ID number as well depending on your district’s configuration. If you enter the Namekey or ID of a student that does not meet the ranges set, the screen will load the next student’s record that does meet the ranges in the order of their Namekey. You can find more information regarding range within this guide.

Another way to select a student’s record to display is by using the left and right arrows located just to the right of the display area for the student’s name. These arrows will pull up/scroll through the next student’s record in the order of the student’s Namekeys, and based on the ranges that are set. When you get to the end of the ranges, the record will not change.

The last way to select a student’s record to display is to click on the Student link to the left of where the Namekey displays.
When viewing the Student Lookup screen, you have several different options on how to find a student’s record. There are a couple of different methods to using the filters or individual lookup areas to update the list of names at the bottom of the screen. No matter the method used to update the list at the bottom, once you have the name you want selected, you can then click the Select button next to the table and that name will then be selected in the Student Profile.

The **Student Filters** area allows you to set some criteria to limit what names will display in the Student table at the bottom. You can fill in any of the fields in that section then click the Search button to refresh the list. You can also check the **Use Student Ranges** option to use the ranges that were set from the Student Profile main screen and have them apply to this list as well. You can use the **Guardian’s Name** field to look up any students with a specific guardian. This can be helpful to an Attendance Clerk that received a message from a parent about a student missing school, but they forgot to give the name of the student. The clerk can search for students with the guardian “Doe, Jane” and then see if there is only one student attached, or else can see which of the students doesn’t show up, and then they can update the attendance for the correct student.

The **Individual Student Lookup** allows you to enter any of those exact information for a student to be able to find their record in the Student list at the bottom. The nice thing about this is that as you type in one of the fields, it will show the matching students as you type, so that once you see the name you want you can click on it to update the Student list.
Ranges

At the top of the Student Profile, you can see the student’s record that is currently selected, and to the right of those, you can click on the **Ranges** link to open up a screen where you can limit the student records available for viewing in the Profile.
The Ranges screen acts just like it would if you were running a report or if you were creating a filter from a Browse screen. If you are in the District Entity(000), you can click on ‘Edit Selected Entities’ to choose the entities you want student’s records to be available from. The Low and High Value columns are used to set the respective end values that control what records will be available to view.

Skyward sorts by default of blanks special characters, numbers and the letters. ‘Wide Open’ ranges are typically blank (low value) to ZZZ’s (high value) or 0’s (low value) to 9’s (high value). Wide open ranges will pull any possible record and this is usually the default range for most fields when creating a new filter.

Skyward sorts records by each individual column. So if the low and high value of the Last Name range is an ‘A’ in it, no records will display because most last names are longer than one character. To display all students whose last name start with an ‘A’ the low value should contain an A and the high value should be AZZZZZZZZZZ.

The **Reset** button in the upper right corner can be used to set all of the ranges back to their default values.
The Student Tabs are found down the left side of the Student Profile screen. Each tab houses different student information. The tabs displaying are based upon your security access and modules purchased by your district. Some tabs are split into subareas such as the General tab and Entity tab. You can click on the main tab area (the bolded text next to the arrow) to expand and collapse those tabs.

This guide will cover the tabs available in the Student Profile. Fields available on specific tabs may vary based upon your state reporting needs.
General Profile

The General Profile contains general student Demographic information that can be viewed in any Entity a student is or has been enrolled in.

Address

Address can be used to edit a student’s Home or Mailing address and can also be used to move a family to a new home if an address correction or change is needed.
Birth History

Birth History can be used to edit a student’s Birth History information.

School Path

School Path allows you to view a student’s Address Path (if this optional feature has been set up) and will also allow you to assign a Student Path and Next Year School to a student.
Vehicles

Vehicles allows you to track a student’s driver’s license and vehicle information.

Web Access

Web Access allows you to view and change access to Student/Family Access for students and guardians. Passwords will only display if they have not been changed.
Change History allows you to see changes that have been made to a student’s name record, entity information, family information and entry/withdrawal information.
**Entity**

**Entity Info**

![Entity Info Tab]

The Entity Info tab houses Entity specific information for the student. This tab can be used to track the student’s homeroom and advisor.

**Obligations**

![Obligations Tab]

Obligations are intended to be used to track obligations that need to be fulfilled before a student may receive their schedule for the new school year.
District/Entity Categories

Categories can be used to track additional items you want to be able to report on that are currently not tracked elsewhere in Skyward.

Family

Family houses information about a student’s guardians and siblings.
Emergency Info houses information about a student’s Emergency Contacts, Medical and Provider Information.
The Entry/Withdrawal tab contains enrollment records for the student.
Attendance

Attendance allows you to maintain and view a student’s current and historical attendance records.
Current/Future Scheduling

You can view and maintain schedules by using the Current/Future Scheduling tab.
The Grades tab allows you to view and maintain a student’s grades for current and prior years.
GPA

Current/Historical GPA

Current/Historical GPA will display the student's GPA and Earned Credits.

Rank

The Rank tab allows you to verify the rank of a student.
Transcript

The Transcript tab allows you to track when and where a Transcript was sent for a student.

NCLB

NCLB houses information for specific state reporting needs.
The NCLB 2/Special Programs tab houses information related to state reporting. There are many separate subareas for the NCLB 2/Special Programs tab. Above is a sample of the Resident Enrolled Out record for the student. The records created in a subarea tab are typically a record that show a start and end to a program for the student.

At-Risk

At-Risk allows you to add or edit a student’s At-Risk records.
The Special Education and Disability tabs allows you to view the Special Education information for a student. The information displaying on these tabs will depend upon if you have purchased the Special Education module.

**RTI**

In the RTI (Response to Intervention) tab, you can view/maintain the RTI records of Watch Lists, Referrals and Interventions for students. RTI requires a separate module purchase by the district.
The Discipline tab allows you to view, add and make modification to a student’s discipline record.
Health

Health allows you to locate detailed information regarding the student’s health. There are many subareas for each of the Health Types available in Health. Health Records requires a separate module purchase by the district.

Activity

The Activity tab lists all of the activities a student currently or previously participated in.
Portfolio

The Portfolio tab allows you to store a collection of student coursework samples, report cards and accomplishments from throughout their academic career.

Grad Reqs

You can use the Graduation Requirements tab to locate information regarding which courses have already been taken and which requirement still need to be completed. Graduation Requirements requires a separate module purchase by the district.
Test Scores

Test Scores allows you to view and maintain test scores attached to the students. It is most often used for State Standardized Tests, but it can also be used for locally defined tests.

Guidance

The Guidance tab tracks the details of a student’s visits to the Guidance Office.
Edu Milestones

Educational Milestones allow you to record additional items a student must complete. Examples would be Community Service Hours and a Student Portfolio.

Career and Tech/Voc Ed

The Career and Technology/Vocational Education contains the records used to track a student’s Vocational Education information. Information in this tab may be included in State Reports.
**Locker**

The Locker tab allows you to view and maintain a student’s locker and lock information.

**Busing**

**Addresses**

You can use the Addresses tab to maintain the AM/PM Bus Number and Pick Up/Drop Off Addresses.
Transport

The Transport on the Busing Tab includes the start and end dates of a Transportation record. Information in this tab may be included in State Reports.

Bus Stops

Bus Stop allows you to view and maintain the Bus Stops attached to the student’s record. It will include the Route Number and Pick Up/Drop Off time.
The Food Service tab allows you to view a student’s Food Service Information. It allows you to track their Lunch Code (free, reduced or normal). Food Service requires a separate module purchase by the district, if you are tracking payments and purchases.
Fee Mgmt

Fee Management allows you to track the fees and payments for the student. Fee Management requires a separate module purchase by the district.

Text Books

The Textbook tab allows book information to be added or modified for the student. Textbook requires a separate module purchase by the district.
Childcare

Childcare allows you to track the Childcare Programs attached to the student. Childcare is typically used to track before/after school programs. Childcare is included with the purchase of Fee Management.

Picture

The Picture tab is used for viewing and uploading a student’s picture.
Custom Forms allows you to view and maintain Custom Forms for a student. Custom Forms are district created forms that can be attached to students. Examples of Custom Forms include Acceptable Use Policy and College Visits.