

## Student Management Suite

Additional information about these and other changes is available via the Release Notes area of Skyward's Support Center. To see only the Key Features, select "Yes" from the Key Feature drop-down list on the Release Notes filter screen. Verify that the Release selected is 05.17.02.00.00 – February 2017 Release PMP0 Addendum0, and that the option to "Include Future Release Notes" is checked.

A link to this information has also been added to the Software Update Notes section of the Skyward Documentation (SkyDoc).

[February Release and Addendum 01](#)

[February Release Addendum 09](#)

## February Release and Addendum 01

### Food Service Year End Process

#### 2960065 - Enhancements to remind users to run Year End (WS\FS\YE\YE)





The Food Service Year End process now allows users to specify the date on which the new school year begins.

1. In the Food Service Year End process for step 1, a date field is now available to select the new school year start date. Payments and purchases on or after this date are now carried forward to the new school year and all payments and purchases prior to this date are made historical.
2. All Online Payment Interfaces are suspended to prevent payments from being made while the year end process is running. After Year End is complete, the online payments will be enabled again.
3. Once Year End is complete, the Food Service Year is incremented and the new school year start date from step 1 is set in the Food Service Configuration screen.

From Entity 000, navigate to Student Management > Food Service > Year End, and select Food Service Year End Process.

The Year End process has always displayed as a two-step process, but now there are two distinct steps. The first step now allows the district to specify the date that the new school year will start. By default, the Start Date will be today's date. In this example below, the date was changed to 7/16/16, which is the date the new Food Service school year will begin. This means that all purchases and payments made on or after 7/16/16 will be moved to the new school year, and that the account balance as of 7/15/16 will be used as the payor's Prior Year Balance. Also note the checkbox to indicate that there is a backup. This is for informational/documentation purposes only. If it is not checked, the user will not be prevented from proceeding to the next step. Click the Continue button to proceed with completing year end.

Food Service Year End

**Step 1 of 2: Year End Preliminary Processing**

Step 1 of the Food Service Year End Process will perform the following:


- The options entered on this screen will be saved and cannot be changed. Before continuing from this step, be sure the selections are correct.
- Move Purchases and Payments made on or after the selected 2016-17 Start Date to the new school year.
- The Food Service Audit will be run to ensure that the Payments and Purchases moved to the new school year are excluded from the Current Year's Ending Balance. This Current Year Ending Balance will become the Prior Year Balance in the new school year.

[Continue](#)

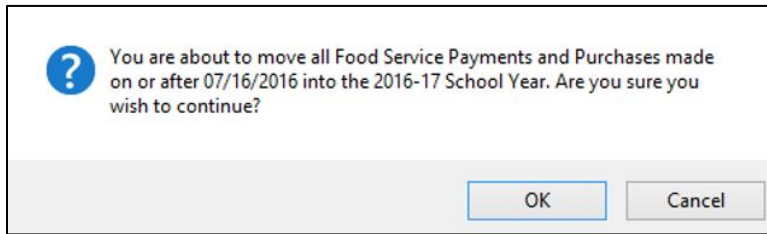
[Back](#)

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Database Backup has been completed ?

2016-17 Start Date:   ?

A confirmation message appears, explaining how the purchases and payments will be affected by using the selected date.



When the Year End process is initiated, all Online Payment options are turned off for Food Service to prevent guardians from completing online payments while the Year End processing is occurring. For Original and Single Point of Entry interfaces, the Subsystem is updated to exclude the Food Service module.

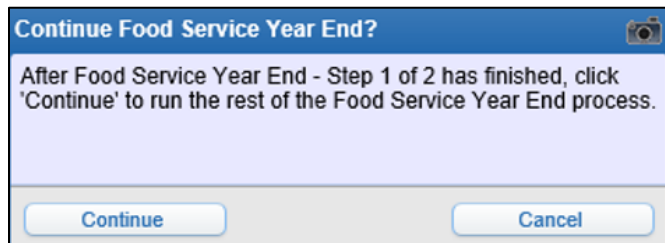
For XML interfaces, the Food Service End Date is set to Today – 1 to prevent the processing from accepting online payments outside of the Start/End Date ranges, which will instead go into the exceptions to be processed after Year End is completed.

Step 1 of the Year End process will now change the school year of all purchases and payments on or after the Start Date to the new school year. It will then run the Food Service Audit to correct the YTD Payment and Purchase Totals so that the Year End Balance is correct on the payor record. The Food Service Audit Report will show any accounts that were changed as a result of payments or purchases being moved to the new school year.

1fsut1161.p 00-4		Entity (000)		11/29/16		Page:1
05.16.10.00.06		AUDIT OF PAYMENTS AND PURCHASES				11:50 AM
PAYOR KEY	PAYOR NAME	NEW	OLD	NEW	OLD	SUMMARY PURCHASES
		YTD DMTS	YTD DMTS	YTD PURCH	YTD PURCH	
AAERLOU000	Aabergscr, Louie L.	12.00	12.00	2.00	3.75	3.75
AAGAAMA000	Aagaardscr, Maude	0.00	0.00	5.65	21.30	21.30
AAGAAAN000	Aagaardscr, Numbers	0.00	0.00	0.00	3.50	3.50
AAAREIGN000	Abarscr, Ignacia	16.95	16.95	16.50	19.00	19.00
ABBITMAM000	Abbittscr, Mamie	0.00	0.00	9.15	11.90	11.90
ABRAMKIR000	Abramkscr, Kirstin	211.00	211.00	214.00	230.80	230.80
ACHEESHE000	Acheascr, Shelly	90.00	90.00	69.60	84.00	84.00

After Step 1 is completed, the user is prompted to click the Continue button to proceed to step 2. If the Cancel button is clicked instead, the Year End process will be aborted.

If the Food Service Year End is aborted or fails for any reason, the user may resume the year end process from the Year End Process option, as they always could. However, if Year End was started and is being resumed, the options that were selected the first time the process was run are pre-filled and not able to be changed. Click the Continue button to resume Year End. Step 1 will be run again in case purchases or payments were entered between the failure and resume of the process. The audit will also be run again to ensure that all payor accounts are correct before running the final process.



Step 2 of the Year End process remains unchanged. Districts can choose to keep their payment and purchase records, or by default, purge them. Click the Process button to complete Year End.



When the Year End processing completes, the Food Service Audit is added to the print queue again. This will now update the YTD Purchase and Payment amounts for the new school year so any records that were moved to the next school year are recorded on the payor record. Also, the Food Service Start/Stop Date screen that used to be added to the print queue is no longer launched.

The Year End report now shows the new entry for the Daily Balance delete. Because the Year End process was aborted between steps 1 and 2, when it was resumed, the Audit and Fix steps were re-run and documented twice.

DATE	TIME	DATE	TIME	COMPLETED	OPERATOR	#RECORDS	PROCESS DESCRIPTION
11/29/2016	01:02:58	11/29/2016	04:28:12	YES	Aitchisonscr, Billie		FOOD SERVICE YEAR END
11/29/2016	11:56:30	11/29/2016	12:11:22	YES	Aitchisonscr, Billie		AUDIT OF PAYOR AND SUMMARY TABLES
11/29/2016	12:41:23	11/29/2016	12:55:05	YES	Aitchisonscr, Billie		AUDIT OF PAYOR AND SUMMARY TABLES
11/29/2016	12:11:22	11/29/2016	12:11:35	YES	Aitchisonscr, Billie		FIX OF PAYOR AND SUMMARY TABLES
11/29/2016	12:55:05	11/29/2016	12:55:05	YES	Aitchisonscr, Billie		FIX OF PAYOR AND SUMMARY TABLES
11/29/2016	01:02:58	11/29/2016	01:03:08	YES	Aitchisonscr, Billie		UPDATE PAYOR PRIOR BALANCE
11/29/2016	01:03:08	11/29/2016	01:15:12	YES	Aitchisonscr, Billie	137854	DELETE CURRENT YEAR PURCHASES
11/29/2016	01:15:12	11/29/2016	01:24:06	YES	Aitchisonscr, Billie	43598	DELETE CURRENT YEAR PAYMENTS
11/29/2016	01:24:06	11/29/2016	01:26:58	YES	Aitchisonscr, Billie	54794	DELETE CURRENT YEAR SUMMARY RECORDS
11/29/2016	01:26:58	11/29/2016	01:26:58	YES	Aitchisonscr, Billie		DELETE CURRENT YEAR TRI-CODER MASTER BATCHES
11/29/2016	01:26:58	11/29/2016	01:26:58	YES	Aitchisonscr, Billie		DELETE CURRENT YEAR TRI-CODER BATCHES
11/29/2016	01:26:58	11/29/2016	01:26:58	YES	Aitchisonscr, Billie		DELETE CURRENT YEAR BATCH TRANSACTIONS
11/29/2016	01:26:58	11/29/2016	01:26:58	YES	Aitchisonscr, Billie		DELETE CURRENT YEAR DAY ITEMS
11/29/2016	01:26:58	11/29/2016	01:26:58	YES	Aitchisonscr, Billie		DELETE CURRENT YEAR DAY ITEM MENUS
11/29/2016	01:26:58	11/29/2016	01:27:06	YES	Aitchisonscr, Billie	1163	DELETE CURRENT YEAR TALLIES
11/29/2016	01:27:06	11/29/2016	01:27:06	YES	Aitchisonscr, Billie		DELETE CURRENT YEAR WAND ENTRY AUDIT
11/29/2016	01:27:06	11/29/2016	01:27:06	YES	Aitchisonscr, Billie		DELETE CURRENT YEAR WAND TOTALS
11/29/2016	01:27:06	11/29/2016	01:27:06	YES	Aitchisonscr, Billie		DELETE CURRENT YEAR SALES ACTIVITY RECORDS
11/29/2016	01:27:06	11/29/2016	03:09:11	YES	Aitchisonscr, Billie	1092933	DELETE PURCHASE AND PAYMENT TRANSACTION LOGS
11/29/2016	03:09:11	11/29/2016	03:09:11	YES	Aitchisonscr, Billie		DELETE INCOMPLETE PSEUDO APPLICATIONS
11/29/2016	03:09:11	11/29/2016	04:28:12	YES	Aitchisonscr, Billie	2177770	DELETE CURRENT YEAR DAILY BALANCE RECORDS

Food Service school year has increased by one year.

\*\*\*\*\* End of report \*\*\*\*\*

The Food Service Audit report again shows the records that were updated.

PAYOR KEY	PAYOR NAME	NEW PYMT AMT	OLD PYMT AMT	NEW INCENT AMT	OLD INCENT AMT	NEW PURCH AMT	OLD PURCH AMT	SUMMARY PURCHASES
AABERLOU000	Aabergscr, Louise L.	0.00	0.00	0.00	0.00	1.75	0.00	0.00
AAGAAMAU000	Aagaardscr, Maude	0.00	0.00	0.00	0.00	15.65	0.00	0.00
AAGAANUM000	Aagaardscr, Numbers	0.00	0.00	0.00	0.00	3.50	0.00	0.00
ABARSIGN000	Abarscr, Ignacia	0.00	0.00	0.00	0.00	2.50	0.00	0.00
ABBITMAM000	Abbittscr, Mamie	0.00	0.00	0.00	0.00	2.75	0.00	0.00
ABRAMKIR000	Abramkscr, Kirstin	0.00	0.00	0.00	0.00	16.80	0.00	0.00
ACHEESHRE000	Acheesscr, Shelly	0.00	0.00	0.00	0.00	14.40	0.00	0.00
ACHORCHA000	Achorscr, Chauncey	0.00	0.00	0.00	0.00	12.75	0.00	0.00

After Year End completes, if applicable, you will be able to see a Prior Year Balance as well as YTD Purchase amounts.

Also upon completion, the Subsystems for the Online Payment Vendors is set to include the Food Service module (if it was allowed previously) and the XML interface will be enabled again because the Start Date is set as the Start Date selected in the Year End screen.

## Verification Reports

### 3226713 - Report to reconcile discipline and attendance (WS\OF\AT\RE\VR)

The Suspension/Expulsion and Attendance Audit Report was created to better identify discrepancies between Discipline and Attendance. This can be accessed from Discipline Reports (Student Management > Office > Discipline > Reports > Other Reports > Suspension/Expulsion and Attendance Audit Report) or Attendance Reports (Student Management > Office > Attendance > Reports > Verification Reports > Suspension/Expulsion and Attendance Audit Report).

Navigate to Student Management > Office > Discipline > Reports > Other Reports, and select Suspension/Expulsion and Attendance Audit Report.

1. Select Add to create a new template and enter a template description.
2. This report may be generated for a range of students or individuals.
3. Set up the Report Ranges.
  - Enter a date range to limit the records included in the report.
  - The report will always list all Suspension/Expulsions with no attendance. Select the option to “Also Validate Attendance with no Suspension/Expulsion” if you want to list all attendance with the Absence Types you select below that have no Suspension/Expulsions.
4. Under Suspension/Expulsion Types, select the Absence Types to be included in the report. Note: If your district is using Suspension/Expulsion to Attendance Options (Student Management > Office > Discipline > Setup > Configuration) then those types will also be available for selection.

**Suspension/Expulsion and Attendance Audit Report**

**Template Settings**

\* Template Description:

Share with other users in entity 400

Print Greenbar

Save

Save and Print

Back

**Student Selection**

By Range  By Individual [Ranges](#)

**Report Ranges**

Low High

\* Date:

Also Validate Attendance with no Suspension/Expulsion

**Suspension/Expulsion Types**

Expulsions

Use Suspension/Expulsion to Attendance Absence Types [Absence Types](#)

Select Absence Types

In School Suspensions

Use Suspension/Expulsion to Attendance Absence Types [Absence Types](#)

Select Absence Types

Out of School Suspensions

Use Suspension/Expulsion to Attendance Absence Types [Absence Types](#)

Select Absence Types

Interim Alternative Educational Setting

Use Suspension/Expulsion to Attendance Absence Types [Absence Types](#)

Select Absence Types

Asterisk (\*) denotes a required field



5. Select Save and Print. Below is a sample of the report.

1stdsc115.p 01-4 05.17.02.00.01	Entity (001) Grades 9 to 12 Suspension/Expulsion to Attendance Audit	12/28/16	Page:1 9:46 AM
Asterisk (*) indicates a possible discrepancy for an attendance period Expulsion Absence Types: X In School Absence Types: S Out of School Absence Types: O IAES Absence Types: I			
<u>Student Key Name</u>	<u>Grade</u>		
ABREOMAR000 Abreoscr, Marylou T.	10		
Suspension/Expulsion with Attendance Discrepancy			
Offense Date: 12/20/2016 Offense: Aggra Assault Incident #: 15			
Action Date: 12/20/2016 Action: In School Susp Susp Type: In School Total Time: 5 Days Days Served: 0			
12/20/2016 0: E- * 1: E- * 2: S- 3: E- * 4: E- * 5: E- * 6: S- 7: E- * 8: E- * 9: E- *			
12/26/2016 0: - * 1: - * 2: S- 3: - * 4: - * 5: - * 6: S- 7: - * 8: - * 9: - *			
ACOFFMIL000 Acoffscr, Melissa K.	10		
Suspension/Expulsion with Attendance Discrepancy			
Offense Date: 12/15/2016 Offense: Expulsion Incident #: 14			
Action Date: 12/20/2016 Action: EXPULSION Susp Type: Expulsion Total Time: 2 Days Days Served: 0			
12/15/2016 0: - * 1: - * 2: X- 3: - * 4: - * 5: - * 6: X- 7: - * 8: - * 9: - *			
12/16/2016 0: - * 1: - * 2: X- 3: - * 4: - * 5: - * 6: X- 7: - * 8: - * 9: - *			
Offense Date: 12/19/2016 Offense: Retaliation Incident #: 10			
Action Date: 12/19/2016 Action: Partial Day In Susp Type: In School Total Time: .5 Days Days Served: 0			
12/19/2016 0: - 1: - 2: - 3: - 4: - 5: - 6: - 7: - * 8: - * 9: - *			
ARORAKAR000 Arorascr, Karmen U.	12		
Suspension/Expulsion with Attendance Discrepancy			
Offense Date: 12/20/2016 Offense: Alcohol Incident #: 18			
Action Date: 12/16/2016 Action: EXPULSION Susp Type: Expulsion Total Time: 7 Days Days Served: 0			
12/16/2016 0: - * 1: - * 2: X- 3: - * 4: - * 5: - * 6: X- 7: - * 8: - * 9: - *			
12/26/2016 0: - * 1: - * 2: X- 3: - * 4: - * 5: - * 6: X- 7: - * 8: - * 9: - *			
Offense Date: 11/01/2016 Offense: Alcohol Incident #: 16			
Action Date: 11/01/2016 Action: Out School Susp Susp Type: Out of School Total Time: 3 Days Days Served: 0			
11/01/2016 0: - * 1: - * 2: O- 3: - * 4: - * 5: - * 6: O- 7: - * 8: - * 9: - *			
11/03/2016 0: - * 1: - * 2: O- 3: - * 4: - * 5: - * 6: O- 7: - * 8: - * 9: - *			
Offense Date: 10/10/2016 Offense: Alcohol Incident #: 17			
Action Date: 10/10/2016 Action: In School Susp Susp Type: In School Total Time: 3 Days Days Served: 0			
10/10/2016 0: - * 1: - * 2: S- 3: - * 4: - * 5: - * 6: S- 7: - * 8: - * 9: - *			
10/12/2016 0: - * 1: - * 2: S- 3: - * 4: - * 5: - * 6: S- 7: - * 8: - * 9: - *			
***** End of report *****			

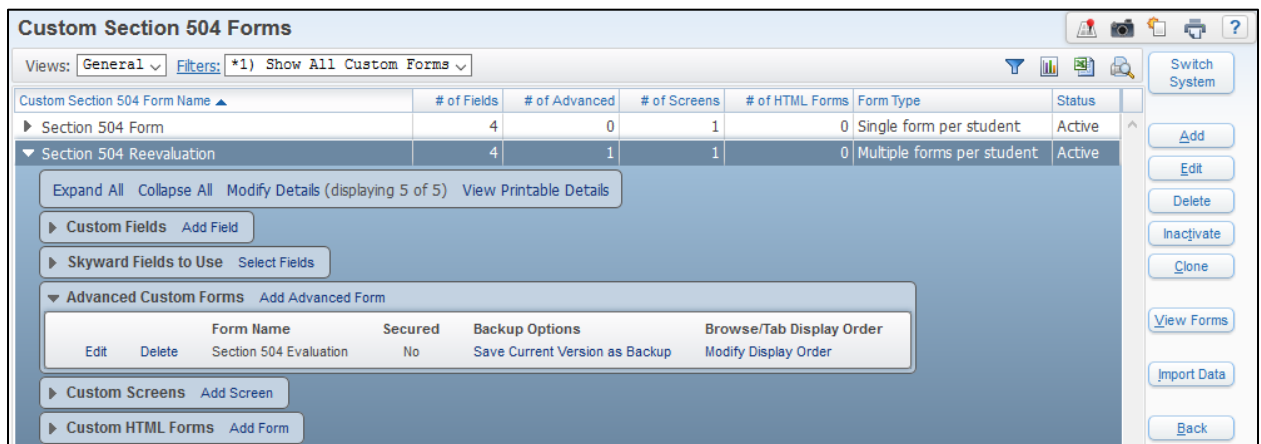


## Custom Forms Setup 3044192 - Update Advanced Custom Forms for 504 (WS\ST\PS\CF\CF)

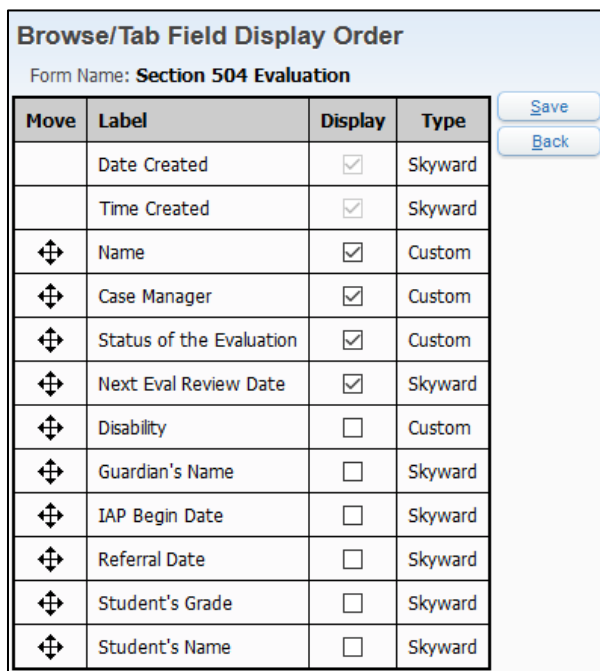
The Student Services, Section 504, Custom Forms Setup, Advanced Custom Forms browse has a new Modify Display Order link. The link allows the available fields to be selected and placed in a specific order for the Custom Forms browse view.

Navigate to Student Management > Student Services > Section 504 > Setup > Configuration, and select Custom Forms Setup.

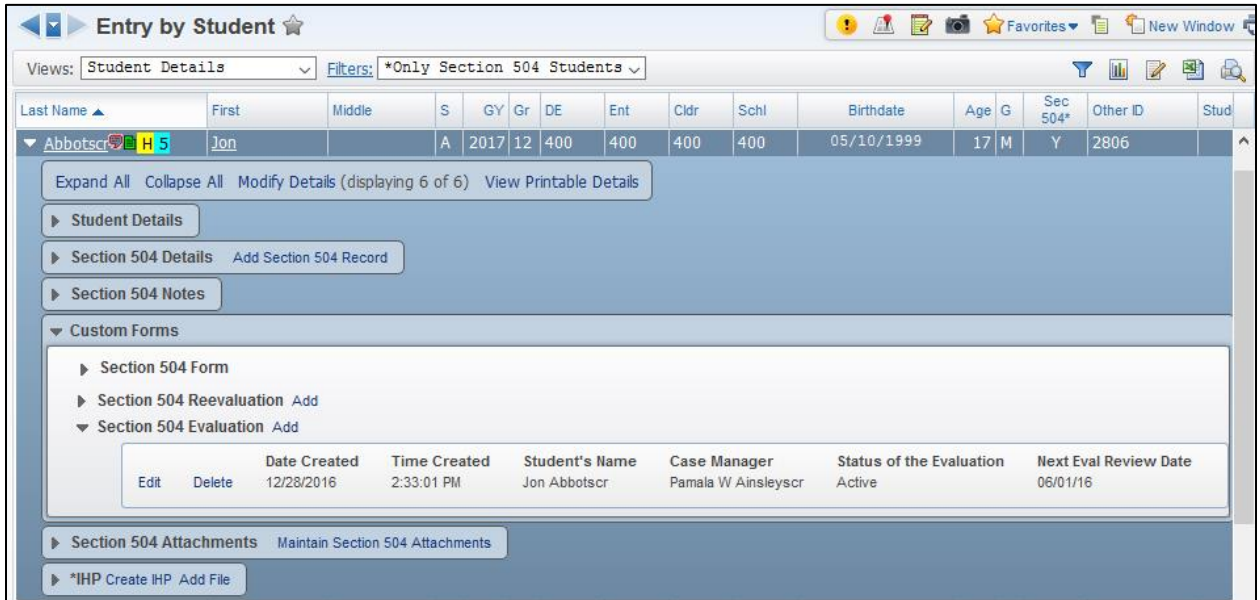
1. Expand the Advance Custom Forms section and select Modify Display Order.



2. Check the fields you wish to display and move them to a desired order. Click Save.



3. Navigate to Student Management > Student Services > Section 504, and select Entry by Student.
4. Expand the Custom Forms section and note that the details only show the fields selected in the Browse/Tab Field Display Order screen.



The screenshot shows the 'Entry by Student' interface. At the top, there are navigation icons and a search bar. Below that, a 'Views' dropdown is set to 'Student Details' and a 'Filters' dropdown is set to '\*Only Section 504 Students'. A table lists student information with columns: Last Name, First, Middle, S, GY, Gr, DE, Ent, Cldr, Schl, Birthdate, Age, G, Sec 504\*, Other ID, and Stud. The first row shows 'Abbotscr', 'Jon', 'A', '2017', '12', '400', '400', '400', '400', '05/10/1999', '17', 'M', 'Y', '2806'. Below the table are several expandable sections: 'Student Details', 'Section 504 Details' (with 'Add Section 504 Record'), 'Section 504 Notes', 'Custom Forms' (with sub-sections for 'Section 504 Form', 'Section 504 Reevaluation Add', and 'Section 504 Evaluation Add'), 'Section 504 Attachments' (with 'Maintain Section 504 Attachments'), and '\*IHP Create IHP Add File'. The 'Section 504 Evaluation Add' section is expanded to show a table with the following data:

	Date Created	Time Created	Student's Name	Case Manager	Status of the Evaluation	Next Eval Review Date
Edit Delete	12/28/2016	2:33:01 PM	Jon Abbotscr	Pamala W Ainsleyscr	Active	06/01/16

## Addendum 09

### Posting Utilities

#### 3009508 - Created New Posting Utility (WS\EA\GB\SE\PS\UT\PU)

The Gradebook Posting utility has been updated to allow saving of templates. Additional options have been added to the utility as well. The ability to limit the students for whom to run the utility and the ability to choose which grade buckets are posted and recalculated has also been added.

Navigate to Student Management > Educator Access Plus > Secondary > Setup > Utilities, and select Posting Utility.

1. The utility now provides the capability to create templates. Select Add to create a new template.
2. Users can choose to Post Grades, Recalculate Grades or do both for All, Secondary Only, or Standards Only gradebooks. These options were available in the old posting utility. In addition, users may complete this process for a Range or Individual students as well as select which Grade Buckets are used for posting and recalculating. The default for the utility is to "Post for Grade Buckets Open for Posting" and to Recalculate for "All Grade Buckets."

**Add Report Ranges (91)**

**Template Settings**

\* Template Description:

Share with other users in entity 450

Save

Save and Run

Back

**Utility Options**

Gradebooks:  All  Secondary Only  Standards Only

Limit Students to Process

By Range  By Individual Ranges

**Post Grades** ?

Post Grades for Grade Buckets Open for Posting

Post Grades for All Grade Buckets

Post Grades for Grade Buckets within Current Grading Periods

Post Grades for Selected Grade Buckets

[Midterm](#) [Term](#) [Semester](#) [Other](#)

MT1  Q1  S1  WK

MT2  Q2  S2

MT3  Q3

MT4  Q4

**Recalculate Grades** ?

Recalculate Grades for Grade Buckets Open for Posting

Recalculate Grades for All Grade Buckets

Recalculate Grades for Grade Buckets within Current Grading Periods

Recalculate Grades for Selected Grade Buckets

[Midterm](#) [Term](#) [Semester](#) [Other](#)

MT1  Q1  S1  WK

MT2  Q2  S2

MT3  Q3

MT4  Q4

Asterisk (\*) denotes a required field

- The Help screen for the Post Grades option warns the user that grades can be posted for grade buckets that are not in open grading periods if they choose to Post Grades for All Grade Buckets, Current Grade Buckets, or Selected Grade Buckets.

