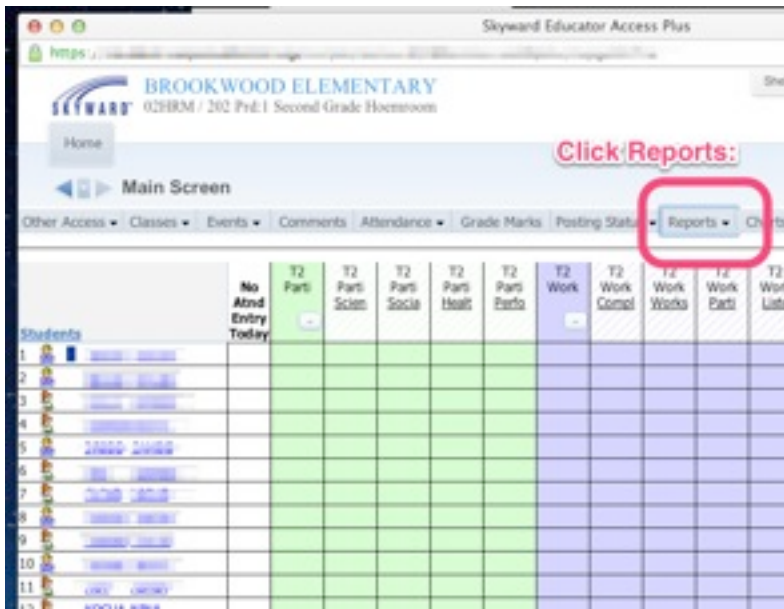




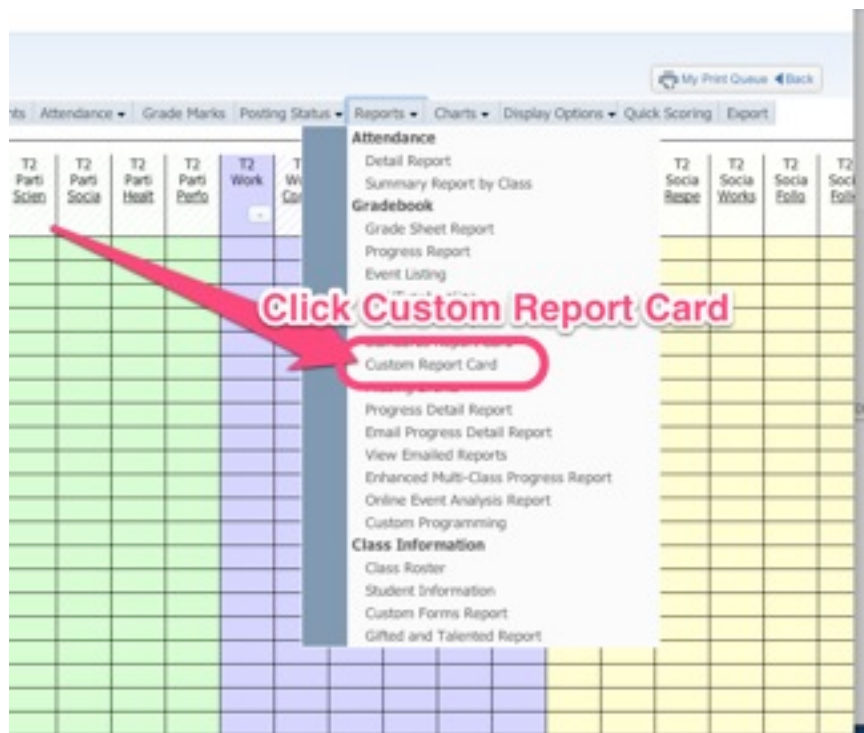
Printing the Report Card of a Dropped Student

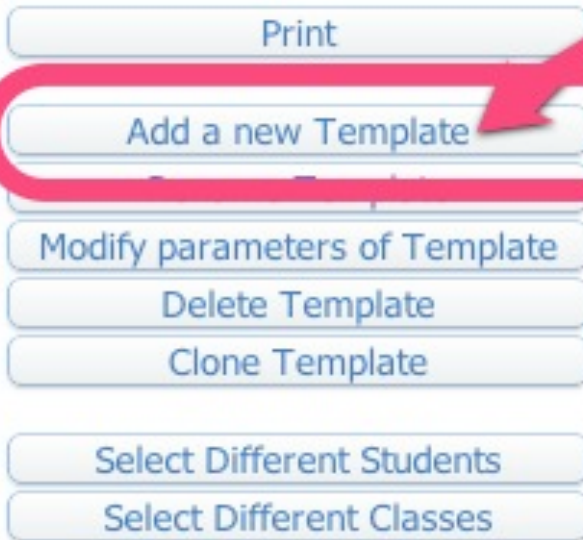
Canyons School District
Education Technology Department
9361 S. 300 E.
Sandy, UT 84070
Help Desk: 801-826-5544

1. Click Reports in the Homeroom class of the student in skyward.

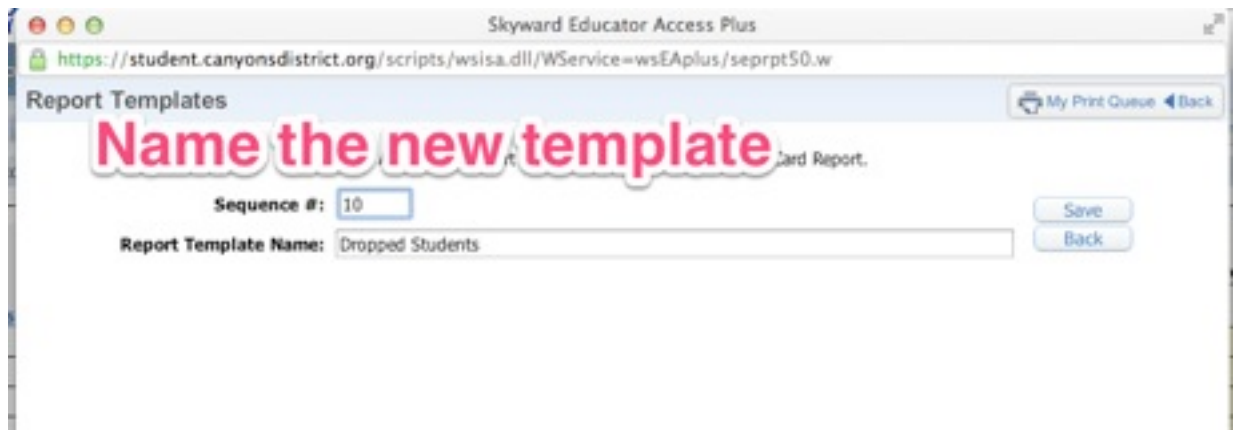


2. Click Custom Report Card in the "Reports" menu.





3. Add a New Template



4. Name the new template "Dropped Students" and make the sequence number "10".



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Select Parameters for Custom Report Card for 02HRM / 202 Prd:1 Second Grade Hoemroom

10 - Dropped Students

Make sure the Dropped Classes with Grades is selected

Current Term : 11/05/2012 - 03/01/2013

Options

- Print Dropped Classes with Grades
- Print All Dropped Classes
- Only Print for Families Set to Receive a Hard Copy of the Report Card

Print for Family:

- Print for First Family Only
- Print for Second Family Only
- Print for First and Second Families
- Print for all Families

Language Options:

- Print in Home Language
- Print in English
- Print in Spanish (if Spanish version is not set up, English version will be used)

5. Make sure the boxes are checked in this way. Select the current term.

6. Select Different Students- this is where you will be able to choose your dropped student.

Skyward Educator Access Plus

https://student.canyonsdistrict.org/scripts/wsisa.dll/WSservice=wsEaplus/seprpt50.w

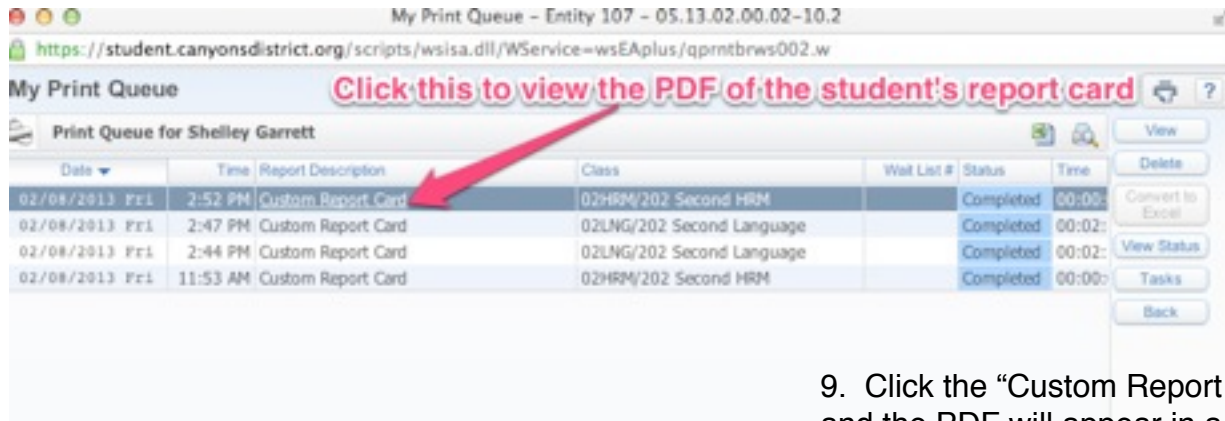
Report Templates

02HRM / 202 Prd:1 Second Grade Hoemroom - SHELLEY GARRETT
Report: Custom Report Card

Seq #	Report Template Name
10	Dropped Students
900	Curr Term:Active Classes

Select Different Students!

- Print
- Add a new Template
- Rename Template
- Modify parameters of Template
- Delete Template
- Clone Template
- Select Different Students
- Select Different Classes



9. Click the “Custom Report Card” and the PDF will appear in a new building.



10. Now Print or Save!