EASY Enterprise Application Services for You!

Endorsement Declaration Report

Office >> Curriculum and Assessment >> Graduation Requirements >> Endorsements >> Reports >> Endorsement Declaration Report

Skyward provides 3 templates:

- Declared Students with a Missing Signature
- Students With a Declared Endorsement used to locate students who have declared a specific endorsement.
- Students Without a Declared Endorsement– used to locate students who have not declared a specific endorsement.
- 1) Access the report.
- 2) Choose one of the 3 Skyward reports and clone to make changes as needed.
- 3) Set the range option: Recommended- Set by the advisor (NAME Key for that individual in both boxes)
- 4) Set the Endorsement selection criteria for the report. (NOTE: you can run for selected endorsements or all (default))
- 5) Set the Signature Selection status for the report.
- 6) Choose "Save and Print".

Endorsement Progress Report

This report allows you to print a report of the status of students in their progress toward their selected endorsement. You can run for

- In Progress Endorsements Only
- Awarded Endorsements Only
- Both In Progress and Awarded Endorsements, and
- Student's Declared Endorsements Only.

Template Settings	
Template Descripti	on:
	\square Share this template with other users in entity 014
	Print Greenbar
Student Selection	
🖲 By Range 🛛 By In	dividual Ranges
Report Options	
Endorsement Se	lection
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Student Instructions

- 1) Log into Skyward using the Network Username and password. and select: "Endorsement" menu option on the left.
- 2) Select the option: Declare and Endorsement.

Home	Endorsements					
nome	Declared		Achieved			
Calendar	Endorsement	Option	Endorsement	Option		
Gradebook	2 Declare an Endorsen	nent	No Achieved Endorsements			
Attendance						
Student Info						
S 1 ulc Endorsements	* Declared Endorsement Declared Endorser Declared Op		× •			
Portfolio	Signature Required	·				
Login History	Under the Federal Electronic Signatures in Global and National Commerce Act, before you may electronically sign this Endorsement, you must be provided with certain of the following information and you must affirmatively agree to the following and thereafter not withdraw your agreement. By clicking 'I Agree' and submitting this agreement via the internet, I acknowledge that: * I have read and understood the foregoing Electronic Signature Agreement and that I intend to be bound thereby. * I understand and agree that my electronic signature is the equivalent of a manual signature and that others may rely on it as such in connection with any and all agreements I may enter into, including but not limited to this Electronic Signature Agreement. Signed By: Date Signed:					
				6 save		

- 3) Choose your Declared Endorsement for the menu choices.
- 4) Select the Declared Option for that endorsement.
- 5) Read and Acknowledgment the E- Signature statement by choosing "I Agree".
- 6) Save the selections.

NOTE: After choosing your endorsement, the parent or guardian for the student can see the student's selection in Family Access, but cannot edit their choice as currently configured.

Parent - VIEW the Selected Endorsement and Option

- 1) Log into Skyward using your Family Access username and password.
- 2) Choose the student for whom you wish to view the endorsement and options selected.
- 3) Click the "Endorsement" menu option on the left.
- 4) The selected choice and date of signature is shown.