

## 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.

**Edit Report Ranges**

**Template Settings**

Template Description:

Share this template with other users in entity 014

Print Greenbar

**Student Selection**

By Range    By Individual   Ranges

**Report Options**

**Endorsement Selection**

Display all students including those without a declared endorsement

Display only students without a declared endorsement

Display only students with a declared endorsement

Include All Endorsements

**Signature Selection**

Display all students including those without a student or guardian signature

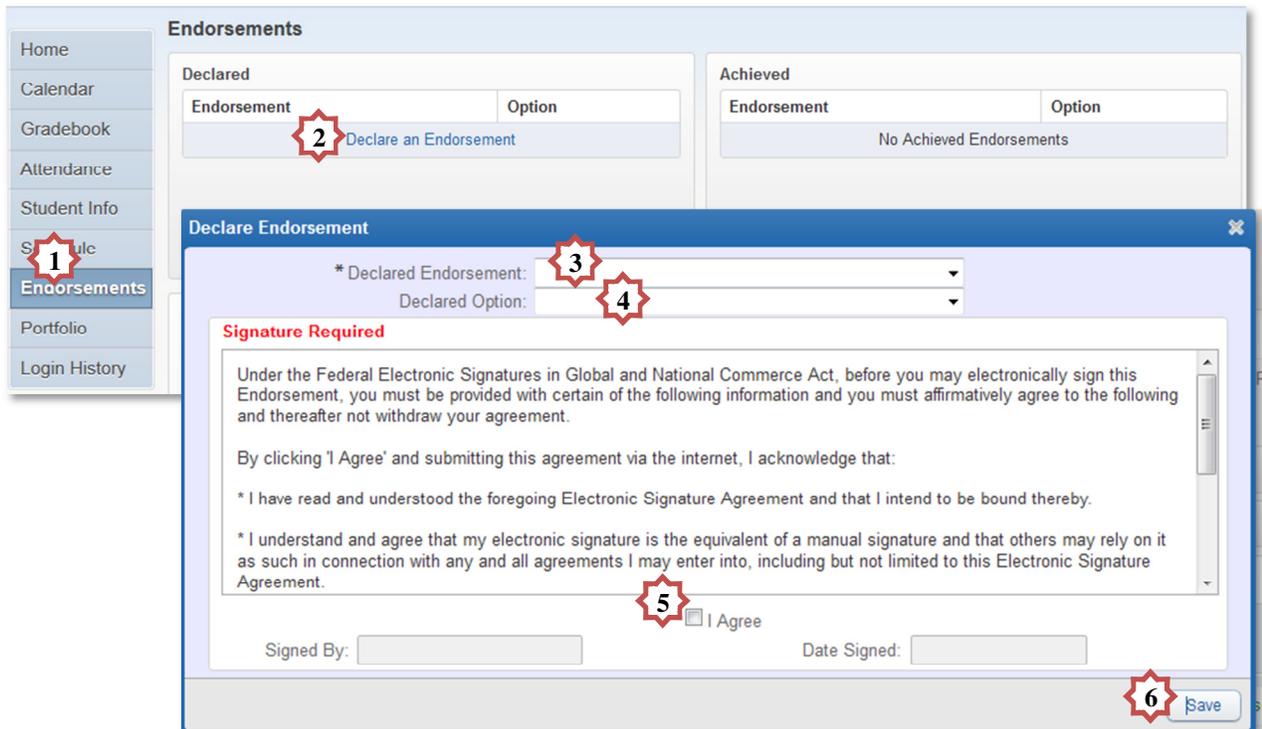
Display only students without a student signature, guardian signature or both

Display only students without a student signature

Display only students without a guardian signature

**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.



- 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.