

How Print an Entry/Withdraw Report in Skyward

Campus staff will run an Entry/Withdrawal report to keep track of enrollment, withdraws, no-shows.

From Student Management

Click: Students (ST)

Click: Reports (RE)



From Reports

Click: Enter/Withdrawal Reports (EW)

Click: Entry/Withdrawal Report (EW)

Click: Add



Template Description:

Name Template

Enter Student Selections according to your request:

Student Entity

Grade

Student Status:

Active, Inactive, Both

Entry/Withdrawal Selections:

E/W Entity

Entry Date Low/High. Enter

specific date or a date range

Withdrawal Date. Enter

specific date or a date range

Analyze E/W Records

Both E&W

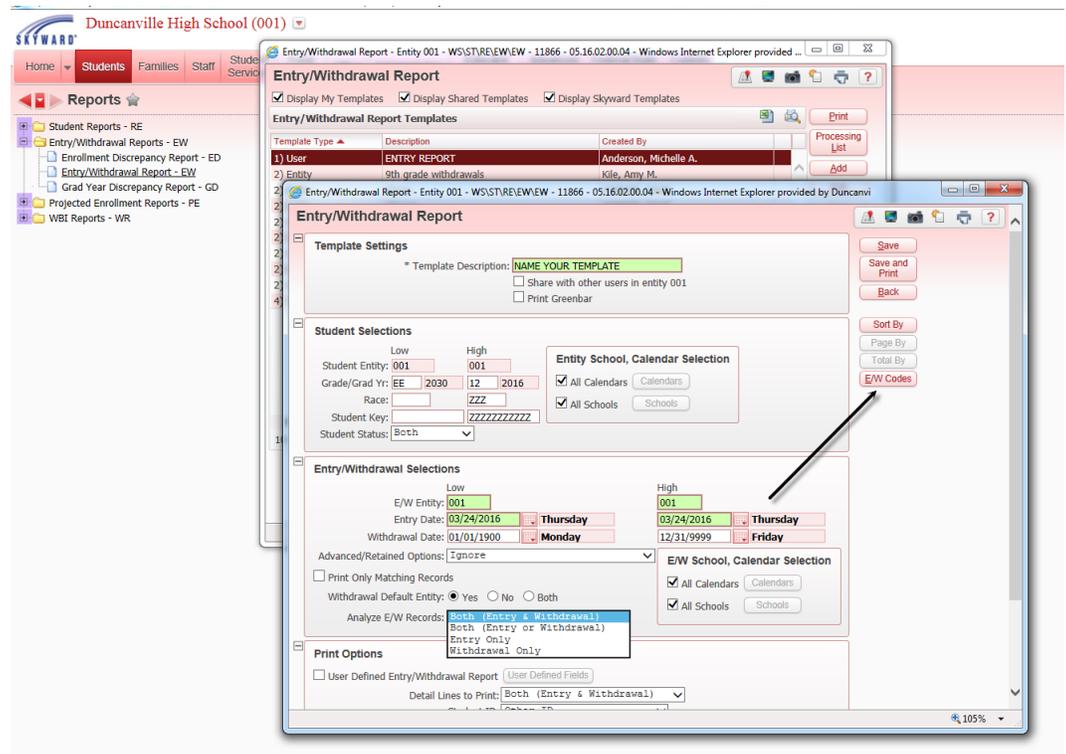
Both E or W

Entry Only

Withdrawal Only

E/W Codes

There are multiple ways to set up this report so pay attention to Entry/Withdrawal Selections and template setup



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E/W Codes

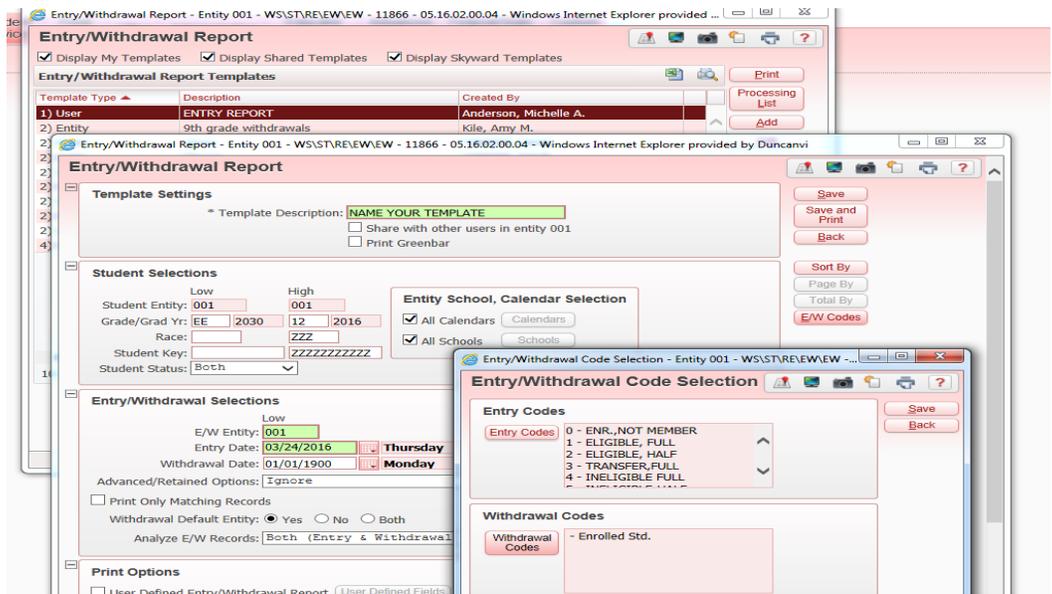
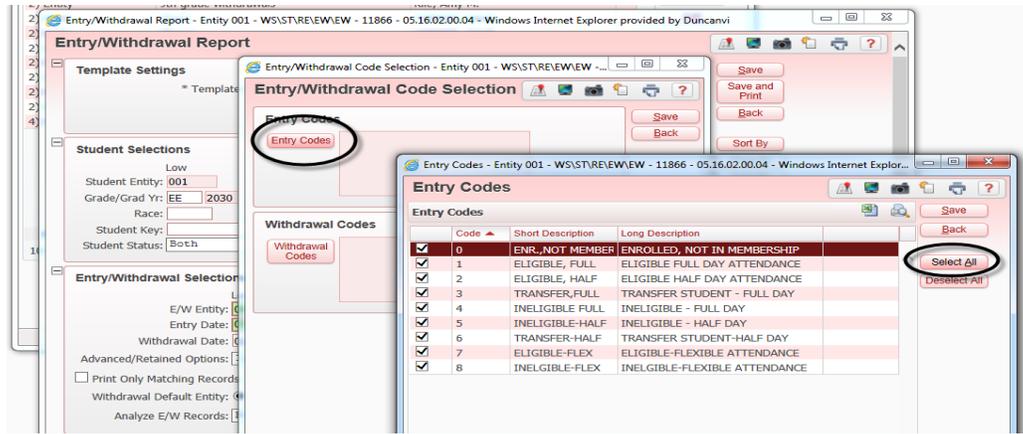
Entry Codes

If pulling an Entry Report Select All Entry Codes. Skyward will require you select at least one Withdrawal Code. Select Enrolled Student.

Or

Withdrawal Codes

If pulling a Withdrawal Report Select at least one Entry Code and All Withdrawal Codes Save



Once your template is set up according to your criteria, select **Save and Print**

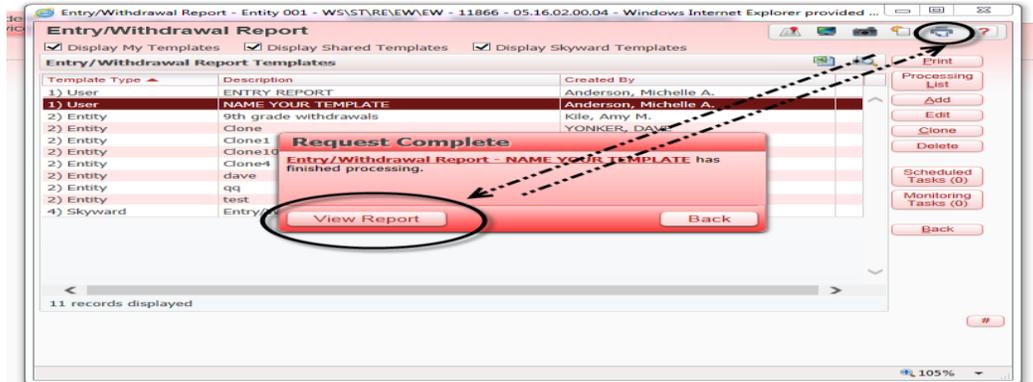


Report is sent to the Print Queue



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When report is ready, you can **View Report** or Select the **Printer Icon** and open report.



Entry/Withdrawal Report - Entity 001 - WS\ST\REVIEW - 11866 - 05.16.02.00.04 - Windows Internet Explorer provided ...

Entry/Withdrawal Report

Display My Templates
 Display Shared Templates
 Display Skyward Templates

Entry/Withdrawal Report Templates

| Template Type | Description | Created By |
|---------------|-----------------------|-----------------------|
| 1) User | ENTRY REPORT | Anderson, Michelle A. |
| 2) Entity | NAME YOUR TEMPLATE | Anderson, Michelle A. |
| 2) Entity | 9th grade withdrawals | Kile, Amy M. |
| 2) Entity | Clone | YONKER, DAVE |
| 2) Entity | Clone1 | |
| 2) Entity | Clone10 | |
| 2) Entity | Clone4 | |
| 2) Entity | dave | |
| 2) Entity | qq | |
| 2) Entity | test | |
| 4) Skyward | Entry | |

Request Complete
 Entry/Withdrawal Report - NAME YOUR TEMPLATE has finished processing.

View Report Back

11 records displayed