Secondary Counselors Back to School Training

2025-2026
STUDENT INFORMATION SYSTEMS

AGENDA

INTRODUCTIONS & ANNOUNCEMENTS

IMPORTANCE OF MASTER SCHEDULE ACCURACY

SKYWARD STUDENT QUICKSTART GUIDE

SKYWARD

- Course, Section Master and Meet Maintenance
- Schedule Change Procedures
- PEIMS Reportable
- Skyward Data Mining and Reports
- Skyward Report Manager

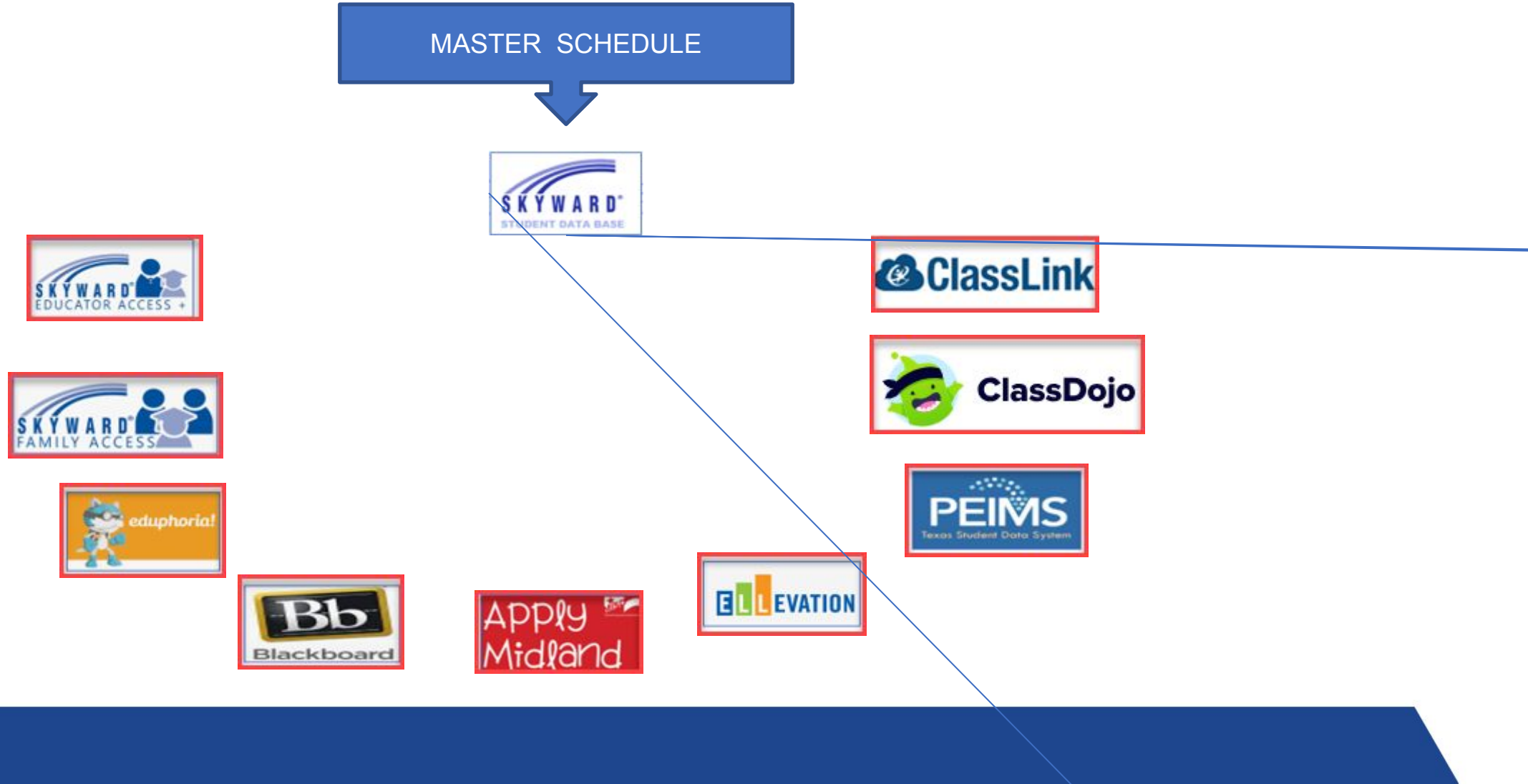
QUESTIONS

Midland Independent School District

Announcements

- New analysts:
  Elda Baeza
  Wayne Wagner
- SIS Website and Timeline
  - Midland ISD website > Departments > Student Information Systems
- Year End Rollover was Completed on Tuesday July 22nd.
  - Errors will be sent to campuses as needed for review.
  - Notify SIS of any issues/ discrepancies
  - ****Scheduling Utilities can be turned on as needed
- Scheduling Status - What is your campus status?
- Schedules are disabled in Family Access and Student Access until August 11th

Purpose - Importance of Master Schedule Accuracy



Skyward Student Quick Start Guide

Skyward Student Quick Start

- Skyward Student Database
- District News
- Switching Between Applications
- Switching Between Entities
- Tools & Preferences
- Navigation
- Print Queue
- Student Browse
- Reports
- Data Mining
- Querying a Student

Associate Teachers and FMLA Subs/Staff

Security access to Skyward Student will now be done by submitting a ticket to sishelp@midlandisd.net. This includes Associate Teachers, FMLA subs, Long-Term Subs, office staff and administration.
This process **must** be followed in order to submit valid data during PEIMS submissions and scheduling:

•**Associate Teachers (AT's)** will be added to the campus section master as an 02- Assistant Teacher and excluded from PEIMS. SIS will build the campus responsibility record for PEIMS reporting purposes.
•For vacant positions, to keep the gradebook active a campus administrator such as a Principal, Asst. Principal or Lead teacher should be entered in the meet until an AT or the Teacher of Record is hired.
•**Long-Term Substitutes** are to cover for teacher vacancies, they are added to section if you want access submit a ticket on SIShelp@midlandisd.net
•**FMLA Substitutes** hired for **more** than 10 days must be requested through HR. Once a substitute has been approved through HR, campuses must submit a ticket on SIShelp@midlandisd.net and provide the date ranges for the assignment.
•SIS will create a substitute assignment for the substitute filling in for a **FMLA** position and notify the counselor via email when complete.
NOTE: **Accurate** start and end dates for the Teacher Vacancy positions and FMLA positions are critical. Dates are PEIMS reportable and also used to determine the extent of time allotment for Skyward gradebook access.

Midland Independent School District

GPA Updates

- GPA Notes: The following information is important information about GPA and how students should be scheduled into classes.

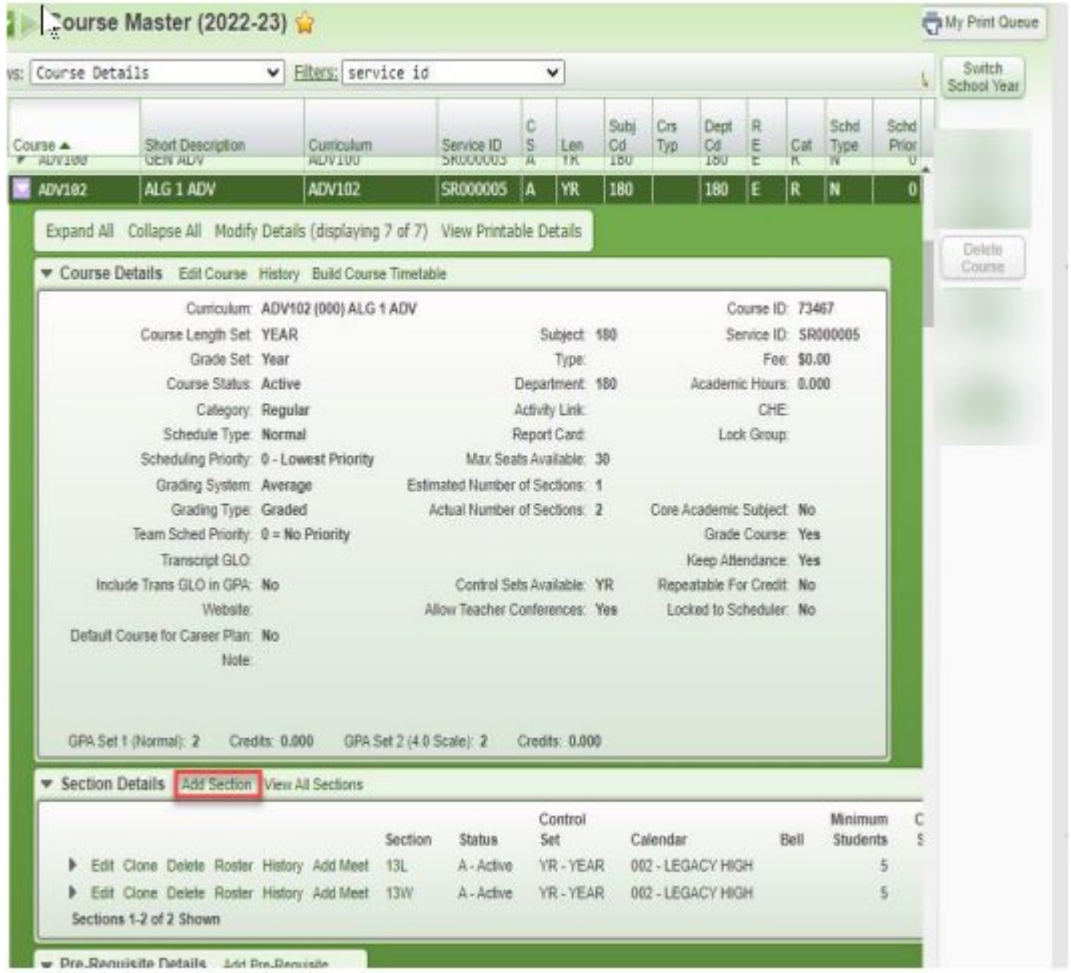
Link to Skyward Secondary Current Scheduling Guide

- 2026 Cohort 12th grade- All high school credits count into GPA
- 2027 Cohort 11th grade and beyond- First 4 English, Math, Science Credits, up to 4.5 Social Studies credits, and the first 2 LOTE credits from the first time level 1 and the first time level 2.
- Students will also receive High Quality Grade Points awarded for the courses calculated into GPA upon receipt of the District's annual AP score report.

AP EXAMS SCORES	GRADE POINT TO BE ADDED
5	0.5
4	0.4
3	0.3
2	0
1	0

Course Master

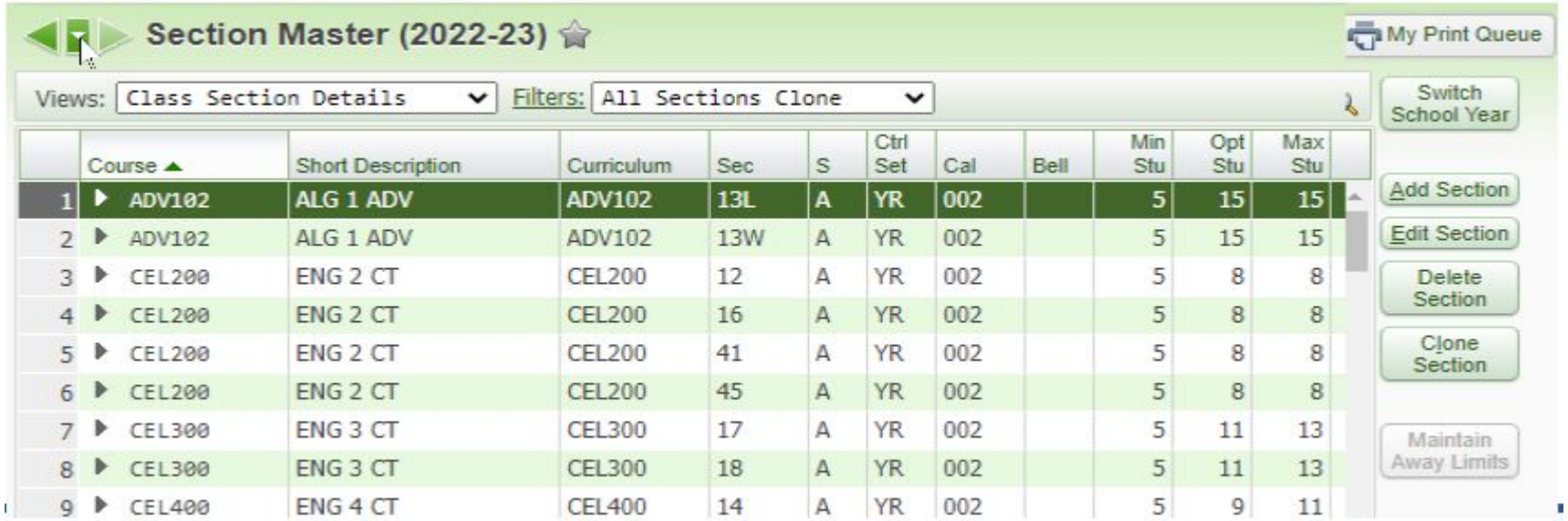
- **Campus > Office > Current Scheduling > Build Course Master > Course Master**
- Course Master vs. Section Master
- Review Course Details
  - GPA vs. Non GPA course numbers
  - Credits
  - Course Length
- Switch to previous school years for reference
- Delete Courses
- If new courses need to be added, please reach out to the SIS department.
  - sishelp@midlandisd.net
- New Dual Courses (ex. MAT444)



Section Master

Campus > Office > Current Scheduling > Build Course Master > Section Master

- Changing Teachers
  - Teacher Transactions
- Adding Assistant or Support Teachers
- Closing a Section - do not inactivate
- Course Sequence Codes



	Course	Short Description	Curriculum	Sec	S	Ctrl Set	Cal	Bell	Min Stu	Opt Stu	Max Stu
1	ADV102	ALG 1 ADV	ADV102	13L	A	YR	002		5	15	15
2	ADV102	ALG 1 ADV	ADV102	13W	A	YR	002		5	15	15
3	CEL200	ENG 2 CT	CEL200	12	A	YR	002		5	8	8
4	CEL200	ENG 2 CT	CEL200	16	A	YR	002		5	8	8
5	CEL200	ENG 2 CT	CEL200	41	A	YR	002		5	8	8
6	CEL200	ENG 2 CT	CEL200	45	A	YR	002		5	8	8
7	CEL300	ENG 3 CT	CEL300	17	A	YR	002		5	11	13
8	CEL300	ENG 3 CT	CEL300	18	A	YR	002		5	11	13
9	CEL400	ENG 4 CT	CEL400	14	A	YR	002		5	9	11

Section Master - Texas State Specific

Course Sequence Codes	Identifies when a course is taught during a single grading period or semester or across multiple grading periods or semesters.	• For a year-long course, enter '1' in the first field and '2' in the second field. • For first half of a year-long course (i.e. A Plus courses), enter '1' in both fields. • For second half of a year-long course (i.e. Semester 2 A Plus courses), enter '2' in both fields. • For one semester course, enter '0' in both fields.
Non-High School Course	Identifies non-high school courses.	Junior High campuses must check all sections, except for high school credit courses.
Exclude record from PEIMS	Only check if the section should be excluded from PEIMS reporting.	Contact the SIS department before selecting this box.
Distance Learning		Leave '00'.

Class Type	Identifies the type of class providing instruction to students.	• 01 – Regular
		• 02 – Non-Regular
		  ○ Alternative Education School for Discipline (MAP and Culver)
		  ○ Non-Disciplinary Alternative Education (Coleman)
		  ○ Special Education Setting (if the class is only self-contained special education students)

Population Served	This code is determined by who the class is defined for. For example, if you have special education and regular students in the same class, 01 (regular) would be the population served since the class is not designed specifically for special education students.	Code ▲ / Description 01 REGULAR STUDENTS 02 BILINGUAL STUDENTS 03 COMPENSATORY/REMEDIAL STUDENTS 04 GIFTED AND TALENTED STUDENTS 05 CAREER AND TECHNICAL STUDENTS 06 SPECIAL EDUCATION STUDENTS 07 ESL STUDENTS 08 ADULT BASIC EDUCATION STUDENTS 09 HONORS STUDENTS 10 MIGRANT STUDENTS
Non Campus Based Instruction	Indicates how the class was offered.	• 01 – College Campus Based, this class takes place at a college campus (Add a blank meet for current year) • 02 – A Plus Lab or Correspondence (Add a blank meet for current year) • 08 – Credit by Exam (CBE) (Add a blank meet for current year) • 10 – Off Campus PE (9^{th} – 12^{th}) • 11 – Online OFSDP(CHS) • 99 – Off Campus PE (7^{th} – 8^{th})

Section Master - Texas State Specific (Meet)

Field Name	Description	Field Values
Classroom Position	Indicates the type of position the staff member holds in the specific class.	• 01 – Teacher of Record • 02 -- Assistant Teacher (Excluded from PEIMS) • 03 – Support Teacher • 04 – Substitute Teacher
Exclude record from PEIMS	Only check if the meet (teacher) should be excluded from PEIMS reporting.	Contact the SIS department before selecting this box.

SCHEDULE CHANGE PROCEDURES

- **Schedule Change Options**
  - **Change Section**
  - **Change Course (Replace)**
  - **Drop Course**

- **Transaction Update Options**
  - **Add Date: The first day in the class**
  - **Drop Date: The first day no longer in the class**

Mass Add/Change/Drop

Term Adjustments
No YS1

Status Changes

- A status change occurs when a change or update to the student's record is required such as eligibility code or grade level change.

- For Secondary: Students cannot have a status change to lower their grade level. For example, if a student is coded as a 10th grader, but should actually be a 9th grader, a grade level correction needs to take place. Registrars/data clerks will make this correction.

Communicate any status changes made to students to the ATTENDANCE clerks at your campus.

- For example, a student previously retained or not in his cohort enrolled at the start of the year as a 10th grader and earns enough credits to be classified as an 11th grader would need a status change. This would be done using the "Status Change" button on the Entry/With tab for the student in Skyward.

Current Scheduling Reports

Class Roster Report
Office > Current Scheduling > Reports
The Class Roster Report generates a list of student names and can include certain student demographic information such as date of birth, address, and home phone. This report can be generated for a single section, for several sections of different courses, or for a range of sections. The contents of the report are determined by the choices you make in the Roster Options, Items to Print, Formatting and Student Ranges areas of the report template.

Student Schedules
Office > Current Scheduling > Reports
The Student Schedules Report generates a student's schedule. The report can be run for a single student, several students or a range of students.

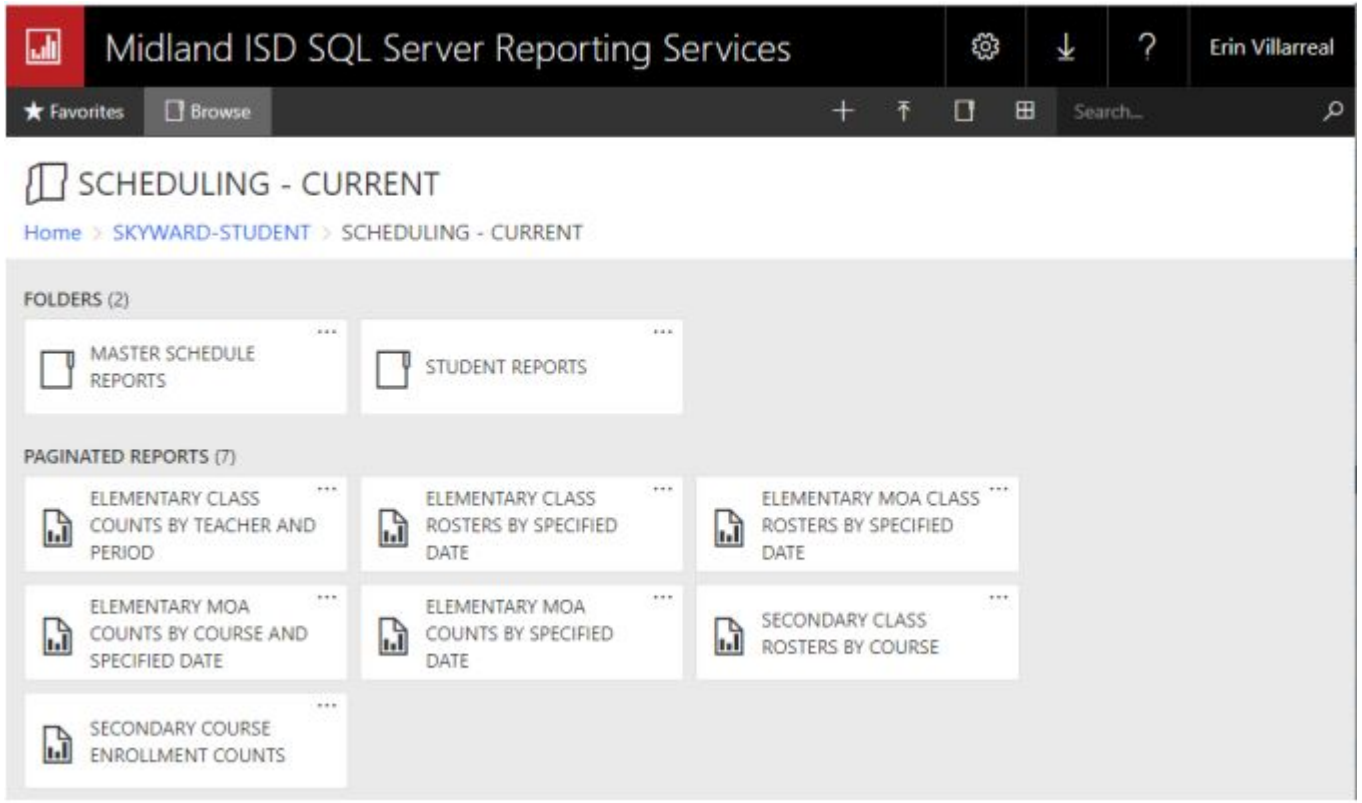
Schedule Cards Report
Office > Current Scheduling > Reports
The Schedule Cards Report is another report that generates a student's schedule. This report has fewer printing options compared to the Student Schedules report because it is intended to be printed on card stock.

Teacher Schedules Report
Office > Current Scheduling > Reports
The Teacher Schedules Report generates a matrix view by period of a teacher's assigned sections. You can also use the report to:

- Identify teachers without scheduled classes (select Print Teachers Without Scheduled Classes). Identify staff who are assigned scheduled classes but who are not flagged as teachers in the staff table (select Print Staff Members Not Flagged as a Teacher Assigned to a Class). Print period times on this report.

Skyward Report Manager

Required to be on MISD Network to access Skyward Report Manager



Housekeeping Items……

1

- Transfer grades/credits
  - Data clerk responsibility

2

- Students participating in distinguished FHSP must have an endorsement (even if they are only enrolled for one day)

3

- Career Plans/Endorsements

4

- 9th Grade Entry Date
  - SIS will update for the freshman campus and ECHS within the first two weeks of school.
  - Counselors will provide the students 9th grade to data clerks/registrars to update for all other students.

QUESTIONS

SIS CONTACTS

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