

Texas Skyward User Group Conference

Obligations: A Hidden Jewel

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Obligations: A Hidden Jewel

Have you ever had students enroll without all of the proper documentation?
Do you send forms home that students have to turn back in?
Have you ever needed to print a report that lists all students with outstanding paperwork?

This can be tracked right here in Skyward in the Obligations area. It is easy to set up and can be viewed by anyone who has the proper access.

It is a powerful tool that has been greatly underutilized until now. . . .



Setup up Obligation Codes

WS\AD\OB\PS\CO\OB

Administration → Obligations → Setup → Codes → Obligation

Obligation Codes

Views: General Filters: *Skyward Default

	Code ▲	Type	Short Description	Long Description	Status
1	Birth C	O	BIRTH CERT	BIRTH CERTIFICATE	A
2	GUARD	O	Guardianship	Guardianship	A
3	HOMELAN	O	HOMELANG	HOME LANGUAGE	A

Buttons: Add, Edit, Delete, Back

Obligation Codes Maintenance

Obligation Code: Birth C

Obligation Type: Financial Other

* Short Description: BIRTH CERT

* Long Description: BIRTH CERTIFICATE

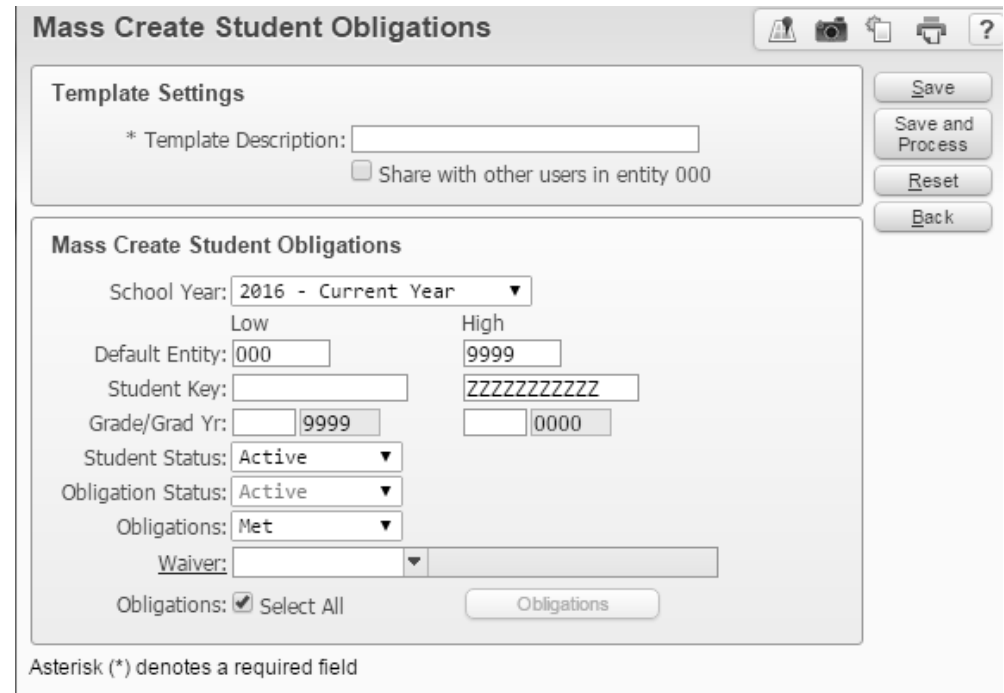
Status: Active Inactive

Buttons: Save, Back

Assigning Obligations

There are 3 ways to assign an obligation for a student

1. Mass Create Student Obligations
 - WS\AD\OB\PS\UT
 - Administration → Obligations → Setup → Utilities → Mass Create Student Obligations



Mass Create Student Obligations

Template Settings

* Template Description:

Share with other users in entity 000

Mass Create Student Obligations

School Year: 2016 - Current Year ▼
Low High

Default Entity: 000 9999

Student Key: ZZZZZZZZZZ

Grade/Grad Yr: 9999 0000

Student Status: Active ▼

Obligation Status: Active ▼

Obligations: Met ▼

Waiver:

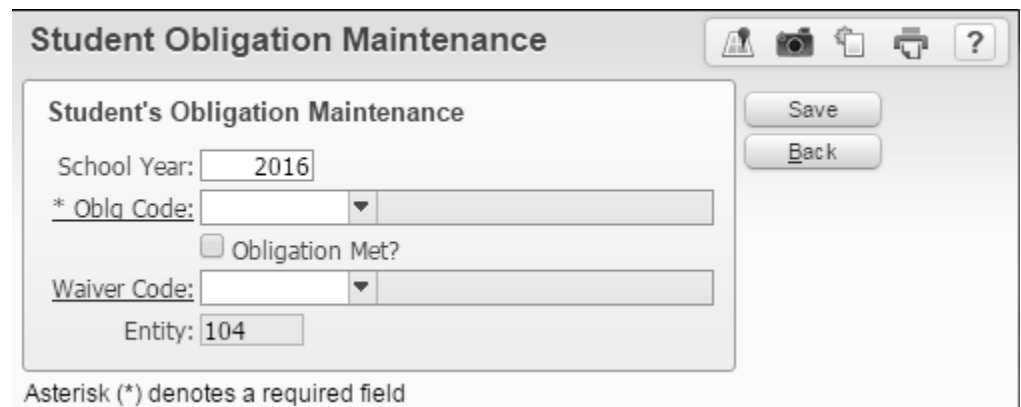
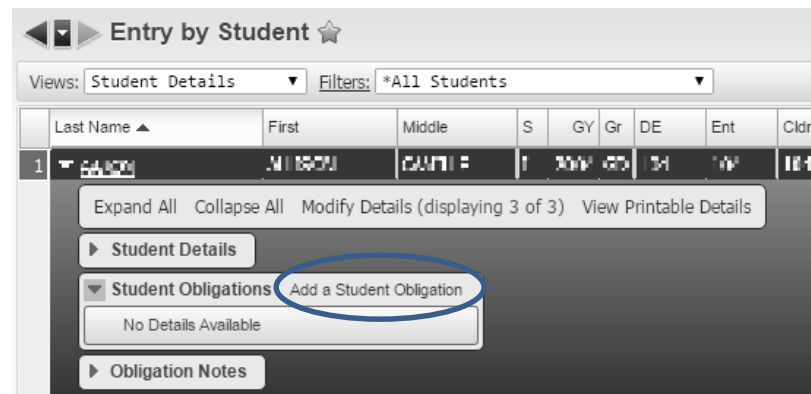
Obligations: Select All

Asterisk (*) denotes a required field

Assigning Obligations

There are 3 ways to assign an obligation for a student

2. Entry by Student
 - WS\AD\OB\SB
 - Administration→Obligations→Entry by Student



The screenshot shows the 'Student Obligation Maintenance' form. The title 'Student Obligation Maintenance' is at the top. Below the title, there are icons for a person, a camera, a document, a printer, and a question mark. The form contains the following fields and controls:

- Student's Obligation Maintenance**
- School Year:
- * Oblq Code:
- Obligation Met?
- Waiver Code:
- Entity:
- Buttons: Save, Back

Asterisk (*) denotes a required field

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THANK YOU FOR ATTENDING!



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