2019 TNSUG

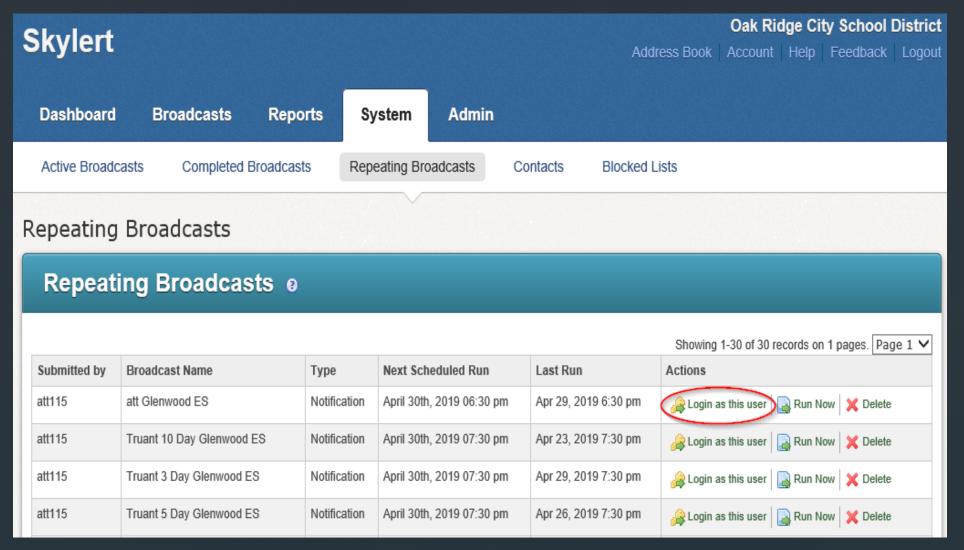# Skylert & SchoolMessenger

# Ability to Edit Messages
## ⯈ System/Repeating Broadcasts/Login as This User

# Click on tools and choose edit.

# Ability to Edit & Listen to Messages

# Click on Phone, SMS or Email

# Edit message as needed and/or preview.

## Advanced Phone Message Editor

### Truant 10 Day

**TRUANT 10 DAY (ENGLISH)**

ⓘ Guide

Advanced ✓ Message

**Text to speech**

Please be informed that according to school records

**Data Fields**

Default Value:

Data Field:

-- Select a Field --

↵ Insert

**Voice Recording**

📞 Number to Call | Optional: Extension | Call Now to Record

**Audio Upload**

Browse...

**Audio Library**

Gender ✓ ⦿ Female
○ Male

▶ Preview

✓ Done

Assisting School Administration and Truancy Officers Via Skylert

# Reports for Truancy

# Contact History

Search By ✅ ○ ID Number
◉ Phone
○ Email

Search Value ✅ [ 865████████ ]

**FILTER BY**

Date Options ✅ [ Date Range(inclusive) ▼ ]
From: [ 07/30/2018 ] To: [ 04/29/2019 ]

Filter by Broadcast ✅ ☑
type

Broadcast Types ✅ ☐ School Hours Emergency
☑ Attendance
☐ General
☐ Survey
☐ Non-school Hours Emergency
☐ Food Service

Filter by result ✅ ☑

Results ✅ ☑ Answered
☑ Machine
☑ No Answer
☑ Busy
☑ Unknown
☑ Disconnected
☑ Duplicate
☑ Blocked
☑ Not Attempted
☑ Sent
☑ Unsent
☑ No Destination Selected

**REPORT OPTIONS**

Display Fields

| Language | Grade | Gender | Contact Type | Absent Date | Periods Missed | Balance Date | List Balance | Speakable Balance | Account Type | Truant Type | Truant Date | Student Activity |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

🔄 View Report      ✖ Cancel

# Can Print Using Cute PDF

## Contact History

| Broadcast Name | Submitted by | Broadcast Type | Sequence | Destination | Date/Time | Result | School |
|---|---|---|---|---|---|---|---|
| att Oak Ridge HS Aug 06, 06:30 PM | att435 | Attendance | Phone 13 | (540) | Aug 6, 2018 6:33 pm | Machine | Oak Ridge High School |
| att Oak Ridge HS Aug 09, 06:30 PM | att435 | Attendance | Phone 13 | (540) | Aug 9, 2018 6:33 pm | Machine | Oak Ridge High School |
| att Oak Ridge HS Aug 13, 06:30 PM | att435 | Attendance | Phone 13 | (540) | Aug 13, 2018 6:34 pm | Machine | Oak Ridge High School |
| att Oak Ridge HS Aug 14, 06:30 PM | att435 | Attendance | Phone 13 | (540) | Aug 14, 2018 6:33 pm | Machine | Oak Ridge High School |
| att Oak Ridge HS Aug 17, 06:30 PM | att435 | Attendance | Phone 13 | (540) | Aug 17, 2018 6:34 pm | Machine | Oak Ridge High School |
| Truant 3 Day Oak Ridge HS Aug 20, 07:30 PM | att435 | Attendance | Phone 13 | (540) | Aug 20, 2018 7:30 pm | Machine | Oak Ridge High School |
| Truant 3 Day Oak Ridge HS Aug 22, 07:30 PM | att435 | Attendance | Phone 13 | (540) | Aug 22, 2018 7:30 pm | Machine | Oak Ridge High School |
| att Oak Ridge HS Aug 27, 06:30 PM | att435 | Attendance | Phone 13 | (540) | Aug 27, 2018 6:33 pm | Machine | Oak Ridge High School |
| att Oak Ridge HS Aug 30, 06:30 PM | att435 | Attendance | Phone 13 | (540) | Aug 30, 2018 6:33 pm | Machine | Oak Ridge High School |
| att Oak Ridge HS Aug 31, 06:30 PM | att435 | Attendance | Phone 13 | (540) | Aug 31, 2018 6:33 pm | Machine | Oak Ridge High School |
| Truant 5 Day Oak Ridge HS Aug 31, 07:30 PM | att435 | Attendance | Phone 13 | (540) | Aug 31, 2018 7:30 pm | Answered | Oak Ridge High School |
| att Oak Ridge HS Sep 18, 06:30 PM | att435 | Attendance | Phone 13 | (540) | Sep 18, 2018 6:33 pm | Machine | Oak Ridge High School |
| att Oak Ridge HS Sep 21, 06:30 PM | att435 | Attendance | Phone 13 | (540) | Sep 21, 2018 6:33 pm | Machine | Oak Ridge High School |
| att Oak Ridge HS Oct 22, 06:30 PM | att435 | Attendance | Phone 13 | (540) | Oct 22, 2018 6:35 pm | Machine | Oak Ridge High School |
| att Oak Ridge HS Oct 29, 06:30 PM | att435 | Attendance | Phone 13 | (540) | Oct 29, 2018 6:33 pm | Machine | Oak Ridge High School |
| att Oak Ridge HS Oct 30, 06:30 PM | att435 | Attendance | Phone 13 | (540) | Oct 30, 2018 6:33 pm | Machine | Oak Ridge High School |
| att Oak Ridge HS Oct 31, 06:30 PM | att435 | Attendance | Phone 13 | (540) | Oct 31, 2018 6:34 pm | Machine | Oak Ridge High School |
| att Oak Ridge HS Nov 09, 06:30 PM | att435 | Attendance | Phone 13 | (540) | Nov 9, 2018 6:35 pm | Machine | Oak Ridge High School |
| att Oak Ridge HS Nov 14, 06:30 PM | att435 | Attendance | Phone 13 | (540) | Nov 14, 2018 6:33 pm | Machine | Oak Ridge High School |
| att Oak Ridge HS Nov 19, 06:30 PM | att435 | Attendance | Phone 13 | (540) | Nov 19, 2018 6:34 pm | Machine | Oak Ridge High School |
| att Oak Ridge HS Nov 26, 06:30 PM | att435 | Attendance | Phone 13 | (540) | Nov 26, 2018 6:34 pm | Answered | Oak Ridge High School |

# Teach school administration to use Skyward to their advantage

# Click on report on previous screen. Choose a category in phone detail.

## Contact Information

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Oak Ridge Schools
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