

# Roster Verification Tool

## Verifying Students on Roster in Skyward on Feb. 6, 2026

1. Within Skyward, navigate to the "My Gradebook" class list page.
2. Hover over "Reports for All Classes".
3. Under Attendance, click on "Summary Report by Class".

The screenshot shows the Skyward interface for St Lucie County School District. The user is on the "My Gradebook" page. A dropdown menu is open under "Reports for All Classes", and the "Summary Report by Class" option is highlighted. A table of current year classes is visible below the menu.

Dept	Subject	Terms	Period	Days Meet	Class	Description
		1 - 4	1	MTWRF	1205070 / 01	M/J Mathematics 3
		1 - 4	2	MTWRF	1205070 / 02	M/J Mathematics 3

4. Click the "Add a new Template" button.

The screenshot shows the "Report Templates" page for the "Attendance Summary by Class" report. A table lists existing templates, and a "4" with an arrow points to the "Add a new Template" button in the right-hand menu.

Seq #	Report Template Name
900	Curr Term

5. Type a name for the report such as "Feb 6 2026" in the Report Template Name field.
6. Click "Save".

The screenshot shows the "Add a new Report Template" form. The "Sequence #" field contains "10" and the "Report Template Name" field contains "Feb 7 2025". A "5" with an arrow points to the name field, and a "6" with an arrow points to the "Save" button.

Sequence #:

Report Template Name:

7. In the Report Ranges section, check **"Display Attendance for Date Range"**:
  - a. Enter the **"Start"** date of **"Feb 6 2026"**.
  - b. Enter the **"End"** date of **"Feb 6 2026"**.
8. Ensure that **"Print for Class Scheduled Days"** and **"Show Entered Attendance Only"** are checked.
9. Click **"Save"**.

**Attendance Summary by Class**

Attendance Summary Report By Class for

10 - Feb 6 2026

**Report Ranges**

Display Attendance for Term

Current Term : Apr 1 2026– Jun 1 2026

Display Attendance for Date Range

Start: Feb 6 2026

End: Feb 6 2026

**Options**

Id Display:

Student ID

Internal ID

Name Key

None

Print for Class Scheduled Days

Show Entered Attendance Only

Print multiple meets as one class

Save  
Undo  
Back

10. With the new template highlighted, click **"Print"**.

**Report Templates**

Report: Attendance Summary by Class

Seq #	Report Template Name
10	Feb 6, 2026
900	Curr Term

Print

Add a new Template

Rename Template

Modify parameters of Template

Delete Template

11. Click **"Display Report"**.

**My Print Queue**

Print Queue

Date	Time	Report Description	Class	W	Status	Time
04/20/2012	Fri	7:22 AM	Attendance Summary Report	1205070/01 M/J MATH 3 (5 more...	Completed	00:00:03

Report Finished Processing

The report Attendance Summary Report has finished processing.

Display Report

Back