WASWUG 2027 Session List

The session list is subject to change. The final session list will be available on our conference app.

Track: Finance

Proposed Session Title	Module	Proposed Session Description
Budget Part 2 (Fiscal Budget)		This session will explore fiscal budget development in Qmlativ. We'll cover what needs to be done before you get started, the different methods for entering budget amounts, and strategies for managing budget versions. We'll also discuss how to roll in Staff Planning/personnel budget dollars, adopt the budget, and create the F-195 extract. Part two of a two-part Qmlativ budgeting series.
Creating & Managing Expense Reimbursements in Qmlativ		Reimbursing employees for expenses can be an easy, trackable process with Qmlativ's Expense Reimbursement process. In this session, we'll walk through an overview of configuration and approval options, and then we'll step through the process of entering an Expense Reimbursement, approving it, and moving it forward to an AP invoice.
Introduction to Accounts Payable		This will be an introduction to Accounts Payable. We will cover invoice entry, payment processing, and other system functions as they relate to Accounts Payable.
Introduction to Qmlativ Crosswalks		This session is intended to provide an overview of Crosswalk review, maintenance, and cleanup in Qmlativ. We will discuss how to run your Crosswalks and review/edit the Dimension table.
Introduction to the Vendor Module		This session will be a general overview and introduction to the Vendor Module in Qmlativ. We will cover some basic functions as well as how they relate to other areas of the software.
Qmlativ Process Management for Business Managers		Are you looking to improve processes at your district and reduce the use of email and paper? Process Management in Qmlativ is a built-in tool that works together with Online forms to help manage workflows and move processes from emails to systems. Participants will learn (1) the basics of process management, including what types

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		of data you can use in process management, (2) how process management and online forms work together in the system, and (3) how to build a basic process in Process Management as a starting point for improving process workflow in your district. This session is ideal for users who have prior experience navigating Qmlativ.
WSIPC & Skyward Product Spotlight (Finance)	Other	TBD

Track: HR/Payroll

Proposed Session Title	Module	Proposed Session Description
Budget Part 1 (HR Budget in Staff Planning)		In this session, we'll walk through how Staff Planning supports the development of your personnel budget. We'll cover what needs to be done before you get started, how to review and manage your data after your Staff Plans are created, and strategies for modeling different salary scenarios. We'll also discuss what happens when it's time to create the F-195 Salary Exhibit and roll your Staff Planning dollars into the overall fiscal budget.
Introduction to Employee Contract Letters		Learn the basics of creating and sending contract letters in Qmlativ. In this session, we will walk through how to set up your letter templates and choose the right contract type for your needs (Assignment, Pay Type, or Name). We will also show you how to send letters to employees and how to track who has signed them.
Optimizing your Qmlativ HR Payroll Data Beyond Your Migration Year		Surviving your first year on Skyward Qmlativ is a major achievement—but getting through Go-Live is only the beginning. Once the initial migration dust settles and core daily operations are stable, the real opportunity begins—transforming your system from a newly migrated database into a well-oiled engine that saves time and improves accuracy. Join us for a practical, post-implementation deep dive focused on taking full control of your Qmlativ HR and payroll data. We will move beyond basic navigation and look at how to audit, refine, and leverage your data for long-term operational efficiency.

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Payroll & HR Employee Self Service: Employee-Driven Updates		This session will explore how employee self-service tools can streamline payroll and HR processes by empowering employees to manage their own information. Participants will learn how to build an online form that allows employees to update personal details, direct deposit information, tax withholding elections, emergency contacts, and other employment records from Employee Access through Qmlativ Online Forms.
Payroll Batching: Checklists, Reports, and Balancing		Payroll batching can be a challenge for any size district. What reports should you run, what should you audit, how do you balance your payroll each month? We will review our process and how we audit, batch, and balance our payroll each month. This session is ideal for payroll staff who are responsible for completing payroll each month or anyone looking for insight into the process.
Payroll Utilities in Qmlativ		Learn the different utilities that are found in the Payroll and Position modules in Qmlativ and how they can assist in your processes.
Preparing for the New School Year: Staff Planning & Payroll Readiness	Staff Planning	Setting up for a successful school year starts well before contracts are generated and payroll is processed. This session will provide an overview of the key steps districts should take to prepare Positions, Assignments, Salary Pay Schedules, Deductions, and Benefits for the upcoming year. Learn best practices for maintaining accurate data, planning ahead for staffing changes, and making strategic updates in the current year to support next year's Staff Plan.
Qmlativ Payroll for Beginners and Recently Migrated Districts		This presentation is designed to help new payroll users and recently migrated districts build confidence in processing payroll within Qmlativ. Participants will receive an overview of the payroll workflow, key navigation features, employee record management, payroll processing steps, payroll validation, and reporting tools. The session will also highlight common best practices, troubleshooting tips, and important considerations for ensuring accurate and efficient payroll operations. By the end of the presentation, attendees will have a foundational understanding of Qmlativ Payroll and the resources available to support their ongoing success.
Stipends and Retirement: Setup for Successful Reporting	Retirement	Explore how stipend pay type setup impacts retirement reporting and how to get it right from the start. We'll review key stipend configuration, including Retirement as Earned, Do Not Report Hours to Retirement, and pay dates vs work dates, and we'll

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		discuss how these settings work together to determine when and how stipend earnings are reported to DRS.
Streamline HR Processes with Qmlativ		In this session, you'll see real-district examples of optimizing HR workflows by leveraging multiple Qmlativ features, such as Customization, Process Management, and Online forms…along with a bit of creativity.
Time Off Allocations: Configuration, Entitlements and i1433		This session will walk through configuring time off Allocation Schedules, Allocation Types, and Time Off Entitlements. We will also walk through the Calculate Hours Worked Leave utility for allocating i1433 leave.
WSIPC & Skyward Product Spotlight (HR-Payroll)	Other	TBD

Track: Query

Proposed Session Title	Module	Proposed Session Description
Creating Reports	Reporting	Business flavor?
General Navigation, List Views, and Live Tiles	System	Part of the Query Qmlativ track of courses. I will cover List view customization, creating live tiles and navigating around Qmlativ. Much of the course will be about general navigation. I will lightly touch on List Screen customization. On the list views screen, I will show you the cogs, sorting, filtering, and generating a report from that view.
Marauding Through the Data Forest: Intermediate Reporting Techniques	Reporting	Ready to venture beyond the wizardly basics? This session explores intermediate reporting skills, including calculations, advanced filtering, and techniques for uncovering meaningful insights hidden within your data.
Mastering Marauding Magic: Advanced Reporting Strategies	Reporting	For experienced report wizards who are ready to tackle the most challenging requests. Learn advanced reporting techniques, optimization strategies, troubleshooting tips, and creative solutions for complex data needs.
Report Manager: Tips and Tricks to Optimizing Your District's Reports	Reporting	We will break down examples of report designing, including formatting, filtering, and calculations.

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		We will explore questions about report design.
The Marauder's First Map: Reporting Fundamentals	Reporting	Enroll in Wizard Academy! Join us as we begin our Marauding journey through Qmlativ data. Learn the basics of finding fields, applying filters, and building reports that answer everyday district questions.
Unlocking Qmlativ: One-to-Many Reporting & Dynamic Lists on the Student Side	Reporting	Building complex reports in Skyward Qmlativ doesn't have to be intimidating. With the right setup, you can turn raw data into essential daily tools. In this session, we'll break down the report-building environment and walk through how to create advanced "one-to-many-to-many" reports tailored for study hall teachers and caseload managers. Participants will learn step-by-step how to generate reports that combine student schedules with real-time missing assignments. We will also explore how to build dynamic lists and harness their power to schedule and automate report distribution. Time permitting, we'll highlight additional custom reports that have transformed workflows in our district. This session is ideal for student-side users with access to My Reports who support secondary classrooms or manage student caseloads. Attendees will leave with practical reporting techniques and dynamic scheduling strategies to bring back to their district.

Track: Migration

Proposed Session Title	Module	Proposed Session Description
Before You Migrate: The Ultimate Pre-Go-Live Playbook & Networking Workshop (Two-Part Session)	Other	Moving to Qmlativ isn't just a database switch—it's an operational overhaul. Join an HR Specialist and Student Systems Specialist for a dynamic, two-part masterclass on surviving your migration. Part 1: The Playbook We'll break down critical steps to lock down before day one. Learn how to structure

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		TLA security roles early, establish mandatory pre-go-live "login and test" scenarios for staff, and identify non-traditional user groups (paras, subs, maintenance) who need access. We'll also share proven training formats that reduce software anxiety and build district-wide buy-in. Part 2: Roundtable & Live Q&A Put your plans into action! Shift from passive listening to active collaboration. We'll kick off with a quick-fire "First-Year FAQs" icebreaker covering common data landmines, followed by structured peer-to-peer networking and open Q&A. Connect with regional districts, swap contact info, and workshop your specific migration concerns. Learning Objectives: • Structure Security/TLA roles early for traditional and non-traditional staff groups. • Design a pre-launch testing protocol requiring users to validate daily workflows prior to launch. • Build a regional network of peer districts for ongoing Qmlativ migration support.
Know Before - S2Q Tips and Tricks - Finance	Finance	A single session on the most important things to know about Qmlativ & SMS 2.0 differences, and your project.
Know Before - S2Q Tips and Tricks - HR-Payroll	HR-Payroll	A single session on the most important things to know about Qmlativ & SMS 2.0 differences, and your project.
Know Before - S2Q Tips and Tricks - STU	Student	A single session on the most important things to know about Qmlativ & SMS 2.0 differences, and your project.

Track: State Reporting – Business

Proposed Session Title	Module	Proposed Session Description
#BeCyberSmart – cyber risks and how to respond using free resources from the SAO		Because local governments increasingly face attacks from local and foreign actors, the Office of the Washington State Auditor created several resources to assist governments with improving their cybersecurity programs. This session explores what risks local governments are facing, how they are still vulnerable, and which no cost services exist to assist, including the SAO's cybersecurity resource library; the fast, high-level cyber checkup; and an incident response workshop designed to help organizations jump start their journey to preparedness.

Track: State Reporting – Student

Proposed Session Title	Module	Proposed Session Description
An Enrollment Audit Journey: Beyond the Compliance Checklist	Enrollment	This session will prepare school districts for a basic enrollment state audit. Topics covered include why we audit enrollment, types of reports that support monthly counts reported for funding, and a basic enrollment walkthrough.
CEDARS 101	State Reporting	This session will provide a broad overview of the role of the CEDARS District Administrator and answer the questions of: • What is CEDARS and how does it relate to my district? • What does this really mean and what are my responsibilities? We will look at tasks, timelines, and responsibilities both within Qmlativ and within the CEDARS system. This session is a 'must attend' for those that are new to the role of CEDARS District Administrator (or responsible for helping those in that role), or who want a refresher and wish to connect with their peers from other LEAs. Our presenters are seasoned veterans who are excited to share their knowledge from both the LEA SIS and state perspective and answer your questions.

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OSPI CEDARS Town Hall	State Reporting	
OSPI P223 Town Hall	Enrollment	
P223 Enrollment Reporting Overview & Unofficial Enrollment Reporting	Enrollment	TBD
Preparing Data for Summer EBT (SUN Bucks)	Food Service	Local Education Agencies play an essential role in identifying eligible students for Summer EBT or SUN Bucks. In this session, Washington Office of Superintendent of Public Instruction (OSPI) will share what data and formatting is required for a Summer EBT upload, how to identify eligible students, and how to export data for Summer EBT from Skyward. This session is ideal for staff who are responsible for compiling student data for their district's Summer EBT upload. Attendees will leave with the tools needed to submit their Summer EBT upload without errors.
Special Programs and State Reporting + Excluding Students from State Reports	State Reporting	In this session, we'll walk through the Student Programs & Attributes tab in the student profile, demonstrate how to exclude students from State Reporting, and show you where to find all available resources.
Understanding CEDARS Validation Messages	State Reporting	Are you curious about CEDARS Validations? This session is intended to help districts effectively manage the CEDARS data submission process within the Qmlativ platform, focusing on error management and successful data transmission to OSPI. We will guide you through the Qmlativ interface for CEDARS reporting and demonstrate how Qmlativ manages data validation and how it differs from OSPI's system. We will also share best practices for ensuring data accuracy and submission.
WA State Report Overview	State Reporting	In this session I'll introduce you to WA State Reporting in Qmlativ. Specifically, we'll look at CEDARS, P223 and P223H, and Help Center resources that are available.

Track: Student

Proposed Session Title	Module	Proposed Session Description
API Connections: Reunification and Crisis Accountability	API	Learn how to use data in Qmlativ to account for students and staff and manage reunification.
Athletic Eligibility: Weekly Grade Monitoring, Daily Attendance, and Academic Probation	Student	Managing athletic eligibility can be challenging. This session will provide a walkthrough of the processes needed to maintain student athletic eligibility in compliance with WIAA and local district policies. This will be achieved through effective and automated grade and attendance monitoring. Attendees will learn how to create and manage weekly grade monitoring and academic probation thresholds. Thresholds will use current and prior year student academic data. We will demonstrate how to automate eligibility checks and schedule daily attendance reports to identify athletes who may be restricted from participation in Athletics. This session will also cover the use of uniformity in activity codes and process across schools within a district. This uniformity will simplify the process, and ensure all schools are following similar guidelines. This session is ideal for district SIS administrators, student support staff, athletic directors, and other staff responsible for student athletes' eligibility monitoring.
Basic Updating, Deleting, and Adding Academic Standards	Curriculum	Academic Standards in Qmlativ are set up during your initial implementation. They automatically roll forward each year during the Year-End Process. But as curriculum evolves, you'll occasionally need to adjust what's there — adding new standards, retiring old ones, or correcting existing entries. That is what we will be looking at in this session.
Conjuring Conference in Qmlativ	Conference	In this session we will create Parent Teacher Conferences. We will assign Conferences in Teacher Access and sign up for a Conference from Family Access. This session is suited for Beginner or Intermediate Qmlativ users.
Discipline Letters	Discipline	TBD

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Food Service Overview	Food Service	This session will cover applications, letters, and utilities used at certain times of year, verification, consent to share, and reporting.
Honor Roll & Rank	Grading	Walk through the process of running an Honor Roll and running a rank.
How do I use my Qmlativ Gradebook?	Gradebook	See different Gradebook setups from a teacher's perspective.
Magic of List views - Potions that work smarter not harder	System	Put your Qmlativ database to work. Build a repertoire of list views to keep student data at your fingertips in curated views ready for export or processing. Examples: from Student Lists • State P223 Reporting • Tribal Affiliation • Picture Day Demographics • Emergency Information • Promotion Status • Special Programs • SSID import/Enrollment • Advisor • School Choice/Home District • Enrolled/Absent/Special Populations The program also carries over into Staff/Employee/HR workspaces.
Making Qmlativ Work for You: Retooling the Health Module	Health	Kolleen Daly, School Nurse, and Kevin Joynt, Qmlativ Specialist, collaborated to move beyond the limitations of the canned Health module. In this hands-on session they will share how they identified needs, retooled processes, and customized Qmlativ to better support health services. Topics will include Health Plan forms, report building, the Food module, alerts, security settings, family access for signing forms, and the field trip feature. This session will compare the original software workflows with the improved processes now in place, highlighting practical solutions and lessons learned. This session will include a walk-through of report building and the development of actionable reports. This session is designed for districts seeking to maximize

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		Qmlativ's Health module and for participants who want to strengthen their report-building skills.
Message Center & Notifications in Qmlativ	Message Center	We will show how to create different types of Message Center messages and show how to create different types of Notifications.
Mischief Managed - Qmlativ Bell Schedule Lunch Codes; When does Harry Potter take lunch?	Scheduling	Now that you have mastered the first part of the spell (prior session, Qmlativ Bell Schedules), add the next layer of potion ingredients with Display Period Lunch Codes. This next level intermediate session will include updating areas in both the Attendance and Scheduling modules ensuring the Student Locator Button and Tardy Kiosk work correctly.
New Student Enrollment	New Student Enrollment	See how families use Online Forms to enroll their students using New Student Enrollment (NSE). Learn how staff approve new student enrollment forms, set up NSE security and configurations, explore the Online Forms Manager, and look further at the New Student Enrollment form that families use.
Qmlativ First Day Trouble Shooting Tips	Other	No matter how much school staff prepare for the start of the school year, there will always be interruptions that occur in the system, like a well-intentioned spell gone slightly off course. This session will go over some first day troubleshooting tips for Qmlativ to help you troubleshoot the most common errors that come up on the first day of school such as teachers unable to take attendance, a student not showing as active, or how to mass add homerooms to name a few. Inspiration for these tips comes from tickets where users like yourselves reported common first day of school problems. Together, we'll turn those troubleshooting mysteries from "The Chamber of Errors" into a successful start-of-year experience.
Qmlativ New User Tips & Tricks	System	Qmlativ can make your job so much easier! It's like MAGIC! I can show you tips and tricks to save time as well as how to navigate your way around Qmlativ
Registrar's Guide to Online Form Approvals	Online Form	This session will take you through the ins and outs of Online Form Approvals. We'll walk through the approval, denial, and request-for-more-information processes, so you'll know exactly what happens at each step.

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		We'll also take a look behind the scenes from the family's perspective to see what they see when a form is submitted, approved, denied, or sent back for more information. By the end of the session, you'll have a better understanding of the full process and feel more confident managing online forms from start to finish.
Streamline Student Processes with Qmlativ	Other	In this session, you'll see real-district examples of optimizing Student Management workflows by leveraging multiple Qmlativ features, such as Customization, Process Management, and Online forms…along with a bit of creativity. The demonstration will include building a PE waiver tracking solution and other examples as time allows.
Substitute Assignments	Staff	This session provides an overview of the process of using the substitute assignment module to allow short term subs to take attendance in Qmlativ.
System Mass Update (Student Perspective)	System	The System Mass Update is a system level utility that can be used to directly update field data in Skyward. We will explore how to use the utility on student data, what it might be able to do for you, and cautions to be aware of. This session is for Super Users with system wide access.
The Magic of Excel for Student Lists	Other	In this session we will compare two student lists using concatenate and VLOOKUP in Excel. We will also take a brief look at those lists using a Pivot Table.
The Marauder's Qmlativ Bell Schedule Map - Know where your students are located	Scheduling	Discover the Qmlativ magic with the Bell Schedule to see how the Attendance and Scheduling modules are spellbound together! Learn how the Bell Schedule and Bell Schedule Groups are configured with the Attendance Calendar to ensure the Student Locator button, Tardy Kiosk, and Unrecorded Attendance Auto Emails work correctly.
WSIPC & Skyward Product Showcase (STU)	Other	TBD
IEP Online Writeback	Special Education	TBD