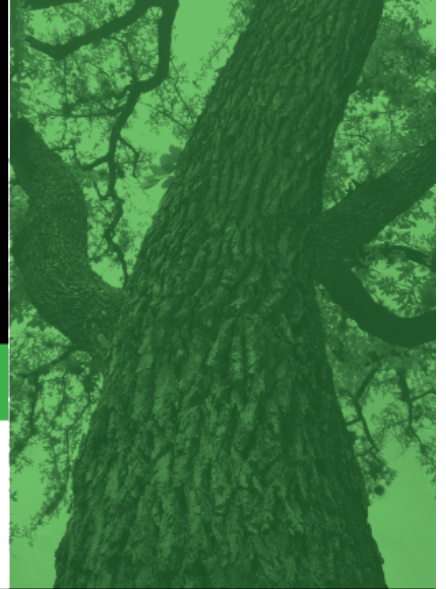




ASCENDER GUIDES



Verify

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Verify

Only Sections for summer courses in Career and Technical Education (CTE), Dual Credit, College Preparatory English Language Arts, and College Preparatory Mathematics should be reported.

Create the following report in the applicable school year's data to verify Summer Course Completion Data.

Grade Reporting > Reports > Create Grade Reporting Report

Save Create Report Delete

Report Template
☐ Public Retrieve Directory

Report Title

Campus Options
☐ Campus 001
☒ All Campuses

Semester Options
☒ All semesters
☐ Sem 1 ☐ Sem 2
☐ Sem 3 ☐ Sem 4

☐ Demo 1

☒ Sch Yr	☒ Campus ID	☒ Student ID	☐ Grade	☐ Entry Dt
☐ Track	☐ Orig Entry	☐ Withdrawal Dt	☒ Last Name	☒ First Name
☐ Middle Name	☐ Gen	☐ Nickname	☐ SSN	☐ Masked SSN
☐ TX Unique Stu ID	☐ Sex	☐ DOB	☐ Hispanic/Latino	☐ Aggregate Race/Ethnicity

☐ Race
☐ White ☐ Black/African American ☐ Asian ☐ American Indian/Alaskan Native ☐ Hawaiian/Pacific Isl

☐ Elig Code ☐ Eco Disadv ☐ Rep Excl ☐ Active Cd ☐ Control Num

☐ Under Demo 1 select the fields to include in the report. The following fields are recommended:

- Sch Yr
- Campus ID
- Student ID
- Last Name
- First Name

☐ Rank

☒ Prior Year/Transfer Courses

☒ School Yr	☒ Campus	☒ District ID	☒ Title	☒ Loc Crs
☒ Service ID	☒ Service ID Type	☒ Service ID Descr	☒ Crs Credit	☒ Verify Grd Avg
☒ AAR Use	☒ Grade Avg	☒ CRS Special Consider	☒ Sem 1 Grade	☒ Sem 2 Grade
☒ Sem 3 Grade	☒ Sem 4 Grade	☒ Excused Sem1	☒ Excused Sem2	☒ Excused Sem3
☒ Excused Sem4	☒ Grd Lvl	☒ Crs Seq	☒ GA Wgt	☒ GA Tbl
☒ GP Use 1	☒ GP Use 2	☒ GP Use 3	☒ GP Use 4	☒ GP Use 5
☒ Credit Hrs	☒ Pass/Fail	☒ Loc Sec	☒ Entry Date	☒ End Date

☐ District Course Offered CYR

☐ Title ☐ Core Crs ☐ Service ID ☐ Service ID Descr ☐ Textbook ISBN

☐ Under **Prior Year/Transfer Courses** select the fields to include in the report. It is recommended that you include all fields.

□ Click **Create Report**.

- Once the report opens users can:

Sort/Filter

Sort Criteria

Filter Criteria

Add Criterion Delete Selected

	Column	Operator	Value	Logical
☐	School Yr	=	2026	AND
☐	CRS Special Consider	=	R	OR
☐	CRS Special Consider	=	DR	OR
☐	CRS Special Consider	=	RD	

OK Cancel

- □ Select **Sort/Filter**
- □ Select **Filter Criteria**
- □ Click **Add Criterion**
 - From the **Column** dropdown select **School Yr**. **NOTE:** Be sure to select **School Yr** and not **Sch Yr**.
 - From the **Operator** dropdown select “=”
 - In the **Value** field enter the year of the submission.
- □ Click **Add Criterion**
 - From the **Column** dropdown select “**CRS Special Consider**”
 - From the **Operator** dropdown select “=”
 - In the **Value** field enter “**R**”
- □ Click **Add Criterion**
 - From the Logical dropdown on the previous row select “**OR**”
 - From the **Column** dropdown select “**CRS Special Consider**”
 - From the **Operator** dropdown select “=”
 - In the **Value** field enter “**DR**”.
 - Add another criterion using the same settings and enter “**RD**” in the **Value** field.
- □ Click **OK**

Users can use this list to verify course sections taken during the summer and identify which sections should be reported

Update