



## 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. **(REWORD THIS)**

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

|                                            |                                               |                                                |                                               |                                                   |
|--------------------------------------------|-----------------------------------------------|------------------------------------------------|-----------------------------------------------|---------------------------------------------------|
| <input checked="" type="checkbox"/> Sch Yr | <input checked="" type="checkbox"/> Campus ID | <input checked="" type="checkbox"/> Student ID | <input type="checkbox"/> Grade                | <input type="checkbox"/> Entry Dt                 |
| <input type="checkbox"/> Track             | <input type="checkbox"/> Orig Entry           | <input type="checkbox"/> Withdrawal Dt         | <input checked="" type="checkbox"/> Last Name | <input checked="" type="checkbox"/> First Name    |
| <input type="checkbox"/> Middle Name       | <input type="checkbox"/> Gen                  | <input type="checkbox"/> Nickname              | <input type="checkbox"/> SSN                  | <input type="checkbox"/> Masked SSN               |
| <input type="checkbox"/> TX Unique Stu ID  | <input type="checkbox"/> Sex                  | <input type="checkbox"/> DOB                   | <input type="checkbox"/> Hispanic/Latino      | <input type="checkbox"/> Aggregate Race/Ethnicity |

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

☐ Elig Code ☐ Eco Disadvn ☐ 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

|                                                  |                                                     |                                                          |                                                  |                                                    |
|--------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------|--------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> School Yr    | <input checked="" type="checkbox"/> Campus          | <input checked="" type="checkbox"/> District ID          | <input checked="" type="checkbox"/> Title        | <input checked="" type="checkbox"/> Loc Crs        |
| <input checked="" type="checkbox"/> Service ID   | <input checked="" type="checkbox"/> Service ID Type | <input checked="" type="checkbox"/> Service ID Descr     | <input checked="" type="checkbox"/> Crs Credit   | <input checked="" type="checkbox"/> Verify Grd Avg |
| <input checked="" type="checkbox"/> AAR Use      | <input checked="" type="checkbox"/> Grade Avg       | <input checked="" type="checkbox"/> CRS Special Consider | <input checked="" type="checkbox"/> Sem 1 Grade  | <input checked="" type="checkbox"/> Sem 2 Grade    |
| <input checked="" type="checkbox"/> Sem 3 Grade  | <input checked="" type="checkbox"/> Sem 4 Grade     | <input checked="" type="checkbox"/> Excused Sem1         | <input checked="" type="checkbox"/> Excused Sem2 | <input checked="" type="checkbox"/> Excused Sem3   |
| <input checked="" type="checkbox"/> Excused Sem4 | <input checked="" type="checkbox"/> Grd Lvl         | <input checked="" type="checkbox"/> Crs Seq              | <input checked="" type="checkbox"/> GA Wgt       | <input checked="" type="checkbox"/> GA Tbl         |
| <input checked="" type="checkbox"/> GP Use 1     | <input checked="" type="checkbox"/> GP Use 2        | <input checked="" type="checkbox"/> GP Use 3             | <input checked="" type="checkbox"/> GP Use 4     | <input type="checkbox"/>                           |
| <input checked="" type="checkbox"/> Credit Hrs   | <input checked="" type="checkbox"/> Pass/Fail       | <input checked="" type="checkbox"/> Loc Sec              | <input checked="" type="checkbox"/> Entry Date   | <input checked="" type="checkbox"/> 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

| <input type="checkbox"/> | Column               | Operator | Value | Logical |
|--------------------------|----------------------|----------|-------|---------|
| <input type="checkbox"/> | School Yr            | =        | 2026  | AND     |
| <input type="checkbox"/> | CRS Special Consider | =        | R     | OR      |
| <input type="checkbox"/> | CRS Special Consider | =        | DR    | OR      |
| <input type="checkbox"/> | 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

Use the following screens **in the applicable school year's data** to add or update this entity.

***Grade Reporting > Maintenance > Student > Individual Maint > Prior Yr Transfer***

Save

Student Information

School Year: 2026-2027

Campus 001: 001 School

Change



STUDENT:

TEXAS UNIQUE STU ID:

Retrieve

Directory

Comments

Documents

Free

Next

Grad Plan: PD - FOUNDATION

DEMO CRS ASSIGN GRID UPDATE GRIDCRS MAINT COURSE CODES SCHED INQUIRY GRADE AVG CRS/SEC CHANGE CTE ASSIGNMENTS **PRIOR YR TRANSFER** CUMULATIVE COURSES EOC EXCEPTION

Active Student:  
Recalculate GPA & Credit

| School Ending Year   | District ID          | Campus ID            | Grid Lvl             | Crst Lvl             | Num Nbr Crs          | Num Total Points     | Num Avg              | Grid Pt Nbr Crs      | Grid Pt Total Points | Grid Pt Avg          | 4 Point Nbr Crs      | 4 Point Total Points | 4 Point Avg          | Credits              | Rank Gpa             | Number of Students   | Rank                 | Type                 | Ready To Recalc          |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |

Add

| Title | Sectr ID | Sectr Desc | Sectr ID Title | Sem 1 | EOC Sem 1 | Evi Abs 1 | GP Use 1 | Sem 2 | EOC Sem 2 | Evi Abs 2 | GP Use 2 | Sem 3 | EOC Sem 3 | Evi Abs 3 | GP Use 3 | Sem 4 | EOC Sem 4 | Evi Abs 4 | GP Use 4 | God Avg | Credits | Credit hrs | Pass/Fail | EOC Final | EOC Score | Loc Crs | Loc Sec | Crs Sec | AMU Use | Sess Crs | Gh Yr | Gh TM | Entry Date | End Date |  |  |  |
|-------|----------|------------|----------------|-------|-----------|-----------|----------|-------|-----------|-----------|----------|-------|-----------|-----------|----------|-------|-----------|-----------|----------|---------|---------|------------|-----------|-----------|-----------|---------|---------|---------|---------|----------|-------|-------|------------|----------|--|--|--|
|       |          |            |                |       |           |           |          |       |           |           |          |       |           |           |          |       |           |           |          |         |         |            |           |           |           |         |         |         |         |          |       |       |            |          |  |  |  |

0 rows

Add