



Verify

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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

☐ 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

☐ 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

Use the following screen **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

Enter

Next

Grad Plan: PD - FOUNDATION

DEMO
CRS ASSIGN
GRD UPDATE
GRD/CRS MAINT
COURSE CODES
SCHED INQUIRY
GRADE AVG
CRS/SEC CHANGE
CTE
ASSIGNMENTS
PRIOR YR TRANSFER
CUMULATIVE COURSES
EDC EXCEPTION

Active Student
Recalculate GPA & Credit

School Ending Year	District ID	Campus ID	Grd Lvl	Crst Lvl	Num Nbr Crs	Num Total Points	Num Avg	Grd Pt Nbr Crs	Grd Pt Total Points	Grd Pt Avg	4 Point Nbr Crs	4 Point Total Points	4 Point Avg	Credits	Rank Eps	Number of Students	Rank	Type	Ready To Recalc

Add

Title	Session ID	Session Desc	Session Title	Sem.1	EDC Sem.1	Ewr Abs.1	GP Use.1	Sem.2	EDC Sem.2	Ewr Abs.2	GP Use.2	Sem.3	EDC Sem.3	Ewr Abs.3	GP Use.3	Sem.4	EDC Sem.4	Ewr Abs.4	GP Use.4	Grd Ave	Credits	Credit Hrs	Pass/Fail	EDC Final	EDC Score	Los Crs	Los Sec	Crs Sem	ARR Use	Sess Crs	GA WY	GA TH	Entry Date	End Date

No Rows

Add