



Verify

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Only the **Career and Technical Education (CTE)**, **Dual Credit**, **College Preparatory English Language Arts**, and **College Preparatory Mathematics** summer course sections will 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 Disadvan ☐ 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, use the **Sort/Filter** functionality to display only courses taken during the summer and verify 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

Print

Next

Grad Plan: PD - FOUNDATION

DEMO
CRS ASSIGN
GRD UPDATE
GRD/CRS MAINT
COURSE CODES
SCHD 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	Credit 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	Section ID	Sec ID Desc	Sec ID Title	Sem.1	EDC Sem.1	Excl Abs.1	GP Use.1	Sem.2	EDC Sem.2	Excl Abs.2	GP Use.2	Sem.3	EDC Sem.3	Excl Abs.3	GP Use.3	Sem.4	EDC Sem.4	Excl Abs.4	GP Use.4	Grd Avg	Credits	Credit Hrs	Pass/Fail	EDC Final	EDC Score	Lat Crs	Lat Sec	Crs Sem	ANR Use	Sem. Crs	GA WY	GA TMI	Entry Date	End Date

NO ROWS

Add