



ASCENDER Attendance - Begin the School Year

Table of Contents

Prerequisites 1

I. Before the First Day of School 1

I. First Day of School 1

III. Weekly 2

ASCENDER Attendance - Begin the School Year

The following steps cover attendance tasks that must be accomplished at the beginning of the school year.

NOTE: The [Student Attendance Accounting Handbook](#) contains the official attendance accounting rules and regulations for all public school districts in Texas, including open-enrollment charter schools, unless otherwise specified in the handbook. This handbook is the official standard of required information for all attendance accounting systems, whether manual or automated. Unless a distinction is made between manual and automated systems, all standards described in the handbook apply to all attendance accounting systems.

See also: [Student Activation/First Day Attendance Counts](#)

Prerequisites

- This guide assumes you are familiar with the basic features of the ASCENDER Student system and have reviewed the [ASCENDER Student Overview guide](#).

I. Before the First Day of School

- [Register and schedule any new students.](#)
- [Run reports.](#)
- [Print student lists for teachers.](#)

I. First Day of School

If not using [Student Activation/First Day Attendance Counts](#), follow these steps:

- [Balance first day attendance counts.](#)

- [Verify class lists.](#)
- [Print reports for verification.](#)

III. Weekly

- [Verify enrollment changes.](#)



Back Cover