



## End of Final Semester



## Table of Contents



# Student Year-at-a-Glance

## End of Cycle/Semester

### End of Final Semester

The following tasks must be done at the end of the final semester.

**IMPORTANT:** For additional information, reference the TeacherPortal End-of-Semester and TeacherPortal End-of-Year reminders from the TeacherPortal guide  
<https://help.ascendertx.com/teacherportal/doku.php/academy/eos>

- Complete all [End of Cycle](#) and [End of Semester](#) tasks, plus the following:

Task	Resource
<b>Attendance</b>	

Task	Resource
<p><input type="checkbox"/> Verify that all required attendance audit reports have been generated from ASCENDER and stored for your records, as well as other reports required for the district. <b>Review the TEA Student Attendance Accounting Handbook (SAAH), Section 2.3 for specific rules.</b></p>	<p><b>IMPORTANT:</b> The following attendance reports <i>must</i> be generated throughout the year and retained for auditing purposes. They can be saved as a PDF. <b>These reports are not available in Historical.</b></p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Audit &gt; SAT0600 - Student Detail Report</a> Verify that individual student membership information is correct, and that the totals on the summary page match the totals on the SAT0900 Principal/Superintendent semester report.</p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Audit &gt; SAT0900 - Campus/District Summary Report</a> Verify eligible attendance days present/absent and special programs contact hours, by campus and by district. Verify that the report is balanced against the SAT0600 - Student Detail Report report.</p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Audit &gt; SAT0900C - Campus/District Summary Report (COVID)</a> Verify eligible attendance days present/absent and special programs contact hours, by campus and by district. For the 2020-2021 school year, school districts should also run SAT900C if they participated in remote instruction.</p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Audit &gt; SAT0920 - Campus/District Multi-Track Summary Report</a> This report is the same as SAT0900, except it provides information for multiple tracks.</p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Audit &gt; SAT0670 - Teacher Membership Roster by Control Num or Attendance Reports &gt; Audit &gt; SAT0671 - Teacher Membership Roster by Period</a> Verify that first and fourth six weeks campus membership is balanced against district enrollment totals on SAT1000.</p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Students &gt; SAT0400 - Daily Attendance Summary</a> Verify that daily attendance summaries have been balanced daily.</p> <p><input type="checkbox"/> <a href="#">Attendance &gt; Reports &gt; Attendance Reports &gt; Rosters &gt; SAT1370 - Class Attendance Verification</a> Print current year class attendance by instructor name or control number. Use for attendance verification for all attendance or grade reporting cycles.</p>

Task	Resource
<b>Grade Reporting</b> <input type="checkbox"/> Assign pass/fail indicators and verify course completion records for PEIMS.	<a href="#">QuickGuide: Assign Pass/Fail Indicators</a>
<b>NOTE:</b> These indicators must be set for 1st grade and above.	
<input type="checkbox"/> (Elementary campuses) Compute final grades, whether the campus uses semester grades or cumulative year-to-date averages.	<a href="#">Grade Reporting &gt; Utilities &gt; Grade Computation Elementary</a>
<input type="checkbox"/> (Elementary campuses) Print final report cards with the promotion/retained message.	<input type="checkbox"/> <a href="#">SGR1400 - Elementary Report Cards</a> (set <b>Print Promoted/Retained Msg</b> to Y)



## Back Cover