



# End of Final Semester



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# End of Cycle/Semester

| Task  | Resource   |
|---|--|
| <b>Attendance</b>   |  |
| <input type="checkbox"/> Run reports to verify that attendance is balanced for the cycle. | <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">SAT0600 - Student Detail Report</a></li> <li><input type="checkbox"/> <a href="#">SAT1370 - Class Attendance Verification</a></li> <br/> <li>Elementary campuses:</li> <li><input type="checkbox"/> <a href="#">SAT0670 - Teacher Membership Roster By Control Num</a></li> <br/> <li>Secondary campuses:</li> <li><input type="checkbox"/> <a href="#">SAT0400 - Daily Attendance Summary</a></li> <li><input type="checkbox"/> <a href="#">SAT0671 - Teacher Membership Roster By Period</a></li> <li><input type="checkbox"/> <a href="#">SAT0700 - Student Attendance Summary</a></li> <li><input type="checkbox"/> <a href="#">SAT0900 - Campus/District Summary Report</a></li> <li><input type="checkbox"/> <a href="#">SAT1000 - Campus Recap Report</a></li> <li><input type="checkbox"/> <a href="#">SAT1500 - Daily Attendance Report I</a></li> <li><input type="checkbox"/> <a href="#">SAT1600 - Daily Attendance Report II</a></li> <li><input type="checkbox"/> <a href="#">SAT1700 - Entry/Withdrawal Summary</a></li> <br/> <li>CTE:</li> <li><input type="checkbox"/> <a href="#">SAT0600 - Student Detail Report</a> (set <b>Print CTE Only</b> to Y)</li> </ul> |

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| <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>NOTE:</b> Campuses are required to complete a Reconciliation of Teacher’s Roster Information and Attendance Accounting Record (1st and 4th six weeks). See section 2.3.4 of the SAAH for guidance.</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><br/>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><br/>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><br/>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><br/>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</a> or <a href="#">Attendance Reports &gt; Audit &gt; SAT0671 - Teacher Membership Roster by Period</a><br/>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><br/>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><br/>Print current year class attendance by instructor name or control number. Use for attendance verification for all attendance or grade reporting cycles.</p> |

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| <input type="checkbox"/> Run additional reports as needed.  | <input type="checkbox"/> <a href="#">SAT0300 - Attendance Proof List</a><br><input type="checkbox"/> <a href="#">SAT1900 - Perfect Attendance Report</a><br><input type="checkbox"/> <a href="#">SAT2100 - Six Weeks FTE Report</a><br><input type="checkbox"/> <a href="#">SAT2300 - Average Daily Attendance</a><br><input type="checkbox"/> <a href="#">SAT2500 - Truancy Report</a>   |
| <b>Discipline</b>   |   |
| <input type="checkbox"/> Run reports for verification.  | <input type="checkbox"/> <a href="#">SDS0700 - TEA DFSCA Evaluation Report</a><br><input type="checkbox"/> <a href="#">SDS0800 - Offense Summary Report</a><br><input type="checkbox"/> <a href="#">SDS0900 - Action Summary Report</a><br><input type="checkbox"/> <a href="#">SDS1300 - Discipline Audit Report (PEIMS Edits)</a><br><input type="checkbox"/> <a href="#">SDS1400 - Offenses 'Reported By' Summary Report</a><br><input type="checkbox"/> <a href="#">SDS1700 - Discipline Suspension Attendance Verification</a> |
| <b>Grade Reporting</b>  |   |
| <input type="checkbox"/> Update the report card comments.<br><br><b>NOTE:</b> Once comments have been used on a report card run, they should not change until the following year. You can add additional codes if space allows. | <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Rpt Card Comments</a>   |
| <input type="checkbox"/> Update report card messages.   | Secondary campuses:<br><a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Rpt Card Messages</a><br><br>Elementary campuses:<br><a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Rpt Card Msg Elementary</a>   |
| <input type="checkbox"/> (Elementary campuses) Verify elementary tables.  | <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Elementary &gt; Elem Grade</a>  |
| <input type="checkbox"/> Identify all missing and incomplete grades.<br><br><b>NOTE:</b> The report can be distributed to instructors as a reminder to enter grades for accurate grade average calculations.                    | <input type="checkbox"/> <a href="#">SGR1000 - Blank, Failing and Incomplete Grades</a><br><br>Be sure <b>Check Student Entry/WD Dates for Blank Grades</b> is N. Example: A student enrolls at the campus and in a course-section during cycle 2. If this parameter is set to Y, the semester grade will not be calculated because cycle 1 grades are blank. If the parameter is N, cycle 1 grades are skipped and the semester grade is calculated.   |
| <input type="checkbox"/> Verify that campus control option parameters are set correctly.  | <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Parameters</a><br><input type="checkbox"/> <b>Current Semester</b><br><input type="checkbox"/> <b>Current Cycle</b><br><input type="checkbox"/> <b>Track End Dates</b>  |
| <input type="checkbox"/> Verify that the campus posting options are set correctly.  | <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Posting</a><br><input type="checkbox"/> <b>Allow Cycle Grade</b><br><input type="checkbox"/> <b>Auto Citizenship</b><br><input type="checkbox"/> <b>Citizenship Grade</b>   |
| <input type="checkbox"/> Update the TeacherPortal district-wide message.  | <a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; District &gt; Options</a>  |
| <input type="checkbox"/> Update the TeacherPortal campus-wide message.  | <a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; Campus &gt; Options</a>  |

| Task   | Resource  |
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| <input type="checkbox"/> Update campus-wide TeacherPortal options.   | <a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; Campus &gt; Options</a>  |
| <input type="checkbox"/> (Mainly elementary campuses) Verify course auto-grade options.  | <a href="#">Grade Reporting &gt; Maintenance &gt; Master Schedule &gt; District Schedule (Auto Grd field)</a>   |
| <input type="checkbox"/> Enable grade posting in TeacherPortal.<br><br><b>NOTE:</b> Notify instructors that they can enter comments and override grades as needed, and mark course-sections as 'Ready to Post.' Most campuses allow 3-5 days for posting.<br><br><b>IMPORTANT:</b> For additional information, reference the TeacherPortal End-of-Cycle reminders from the <a href="#">TeacherPortal guide</a> . | <a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; Campus &gt; Options</a> (set <b>Open for Grade Posting</b> to Open)  |
| <input type="checkbox"/> Verify that all instructors are ready to post grades for the semester-cycle.  | <a href="#">Grade Reporting &gt; Maintenance &gt; Teacher Posting Status</a>  |
| <input type="checkbox"/> Post grades from TeacherPortal.   | <a href="#">Grade Reporting &gt; Utilities &gt; Grade Posting From ASCENDER TeacherPortal</a>   |
| <input type="checkbox"/> Disable posting in TeacherPortal.   | <a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; Campus &gt; Options</a> (set <b>Open for Grade Posting</b> to Close)   |
| <input type="checkbox"/> Compute attendance in the student's grade-course record so that it prints on report cards and teacher class rolls.  | <input type="checkbox"/> <a href="#">SGR1800 - Compute Attendance in Course Records</a>   |
| <input type="checkbox"/> (Elementary campuses) Compute cumulative year-to-date averages (if the campus does not use semester averages).  | <a href="#">Grade Reporting &gt; Utilities &gt; Grade Computation Elementary</a>  |
| <input type="checkbox"/> (Optional) Print class rolls. Distribute to instructors as proof sheets for grade verification.   | <input type="checkbox"/> <a href="#">SGR0900 - Class Rolls (Student Grade Information)</a>  |
| <input type="checkbox"/> Post corrected grades.  | By individual:<br><a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Grd Update</a><br><br>By group:<br><a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Group Maint &gt; Post Grades</a>   |
| <input type="checkbox"/> Update campus control print options before printing report cards.   | <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Print Options</a>   |
| <input type="checkbox"/> (Mainly secondary campuses) Assign control numbers to students by period, if you will be printing report cards by control number.   | <a href="#">Grade Reporting &gt; Utilities &gt; Assign Control Numbers &gt; Cntrl by Period</a>   |
| <input type="checkbox"/> Print report cards.<br><br>For information on publishing report cards to ParentPortal, go to <a href="#">ASCENDER Grade Reporting - Create IPRs and Report Cards for ASCENDER ParentPortal</a> .  | Secondary two-semester campuses:<br><input type="checkbox"/> <a href="#">SGR1300 - Secondary Report Cards (2 Semesters)</a><br><br>Secondary four-semester campuses:<br><input type="checkbox"/> <a href="#">SGR1350 - Secondary Report Cards (4 Semesters)</a><br><br>Elementary campuses:<br><input type="checkbox"/> <a href="#">SGR1400 - Elementary Report Cards</a> |

| Task   | Resource   |
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| <input type="checkbox"/> Print and save recommended reports.   | <input type="checkbox"/> SGR0280 - Grade Distribution Report<br><input type="checkbox"/> SGR0900 - Class Rolls (Student Grade Information)<br><input type="checkbox"/> SGR1000 - Blank, Failing and Incomplete Grades<br><input type="checkbox"/> SGR2001 - A/B Honor Roll<br><input type="checkbox"/> SGR4500 - TeacherPortal Assignment Audit Report<br><br>Secondary campuses:<br><input type="checkbox"/> SGR1175 - Report Card Proof List<br><input type="checkbox"/> SGR1300 - Secondary Report Cards (2 Semesters)<br>or<br><input type="checkbox"/> SGR1350 - Secondary Report Cards (4 Semesters)<br><br>Elementary campuses:<br><input type="checkbox"/> SGR1400 - Elementary Report Cards<br><input type="checkbox"/> SGR1401 - Elementary Principal's Proof List<br><input type="checkbox"/> SGR2091 - Elementary Grade Labels |
| <input type="checkbox"/> Increment <b>Current Semester</b> and <b>Current Cycle</b> .                    | Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters   |
| <b>Registration</b>  |  |
| <input type="checkbox"/> Run reports for verification.   | <input type="checkbox"/> SRG0600 - Student Special Program Listing<br><input type="checkbox"/> SRG1200 - Student Status Changes by Program<br><input type="checkbox"/> SRG2100 - Student Withdrawal Report   |
| <input type="checkbox"/> Gather documentation on leavers and movers (grade levels 7-12 only, per TWEDS). | Registration > Utilities > TReX Export<br>Or, manually follow up by contacting other districts.  |
| <b>Special Education</b>   |  |
| <input type="checkbox"/> Run reports for verification.   | <input type="checkbox"/> SAT0000 - Absence Transaction List<br><input type="checkbox"/> SAT0600 - Student Detail Report (set <b>Print Sp Ed Only</b> to Y)<br><input type="checkbox"/> SEM0720 - Special Ed Student Active/Inactive List<br><input type="checkbox"/> SEM0850 - PEIMS Verification List   |

## End of Final Semester

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

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

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



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