



End of Final Semester

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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.

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

Task	Resource
<p>Attendance</p> <p><input type="checkbox"/> Verify that all required attendance audit reports have been generated from TxEIS and stored for your records, as well as other reports required for the district. Review the TEA Student Attendance Accounting Handbook (SAAH), Section 2.3 for specific rules.</p>	<p>IMPORTANT: The following attendance reports <i>must</i> be generated throughout the year and retained for auditing purposes. They can be saved as a PDF. These reports are not available in Historical.</p> <p><input type="checkbox"/> Attendance Reports > Audit > SAT0600 - Student Detail Report 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"/> Attendance Reports > Audit > SAT0900 - Campus/District Summary Report 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"/> Attendance Reports > Audit > SAT0900C - Campus/District Summary Report (COVID) 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"/> Attendance Reports > Audit > SAT0920 - Campus/District Multi-Track Summary Report This report is the same as SAT0900, except it provides information for multiple tracks.</p> <p><input type="checkbox"/> Attendance Reports > Audit > SAT0670 - Teacher Membership Roster by Control Num or Attendance Reports > Audit > SAT0671 - Teacher Membership Roster by Period Verify that first and fourth six weeks campus membership is balanced against district enrollment totals on SAT1000.</p> <p><input type="checkbox"/> Attendance Reports > Students > SAT0400 - Daily Attendance Summary Verify that daily attendance summaries have been balanced daily.</p> <p><input type="checkbox"/> Attendance > Reports > Attendance Reports > Rosters > SAT1370 - Class Attendance Verification 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
Attendance	
Grade Reporting	
<input type="checkbox"/> Assign pass/fail indicators and verify course completion records for PEIMS. NOTE: 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 Print Promoted/Retained Msg to Y)



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