End of Semester

Table of Contents

Student Year-at-a-Glance 1
End of Cycle/Semester 1

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End of Cycle/Semester

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End of Semester

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

❑ Complete all End of Cycle tasks, plus the following:

Task	Resource
Attendance	
❑ Run reports to verify that attendance is balanced for the cycle.	❑ SAT0600 - Student Detail Report Elementary campuses: ❑ SAT0670 - Teacher Membership Roster By Control Num Secondary campuses: ❑ SAT0400 - Daily Attendance Summary ❑ SAT0671 - Teacher Membership Roster By Period ❑ SAT0700 - Student Attendance Summary ❑ SAT0900 - Campus/District Summary Report ❑ SAT0950 - District Attendance and Contact Hours ❑ SAT1000 - Campus Recap Report ❑ SAT1500 - Daily Attendance Report I ❑ SAT1600 - Daily Attendance Report II ❑ SAT1700 - Entry/Withdrawal Summary CTE: ❑ SAT0600 - Student Detail Report (set **Print CTE Only** to Y)
❑ Run additional reports as needed.	❑ SAT0300 - Attendance Proof List ❑ SAT1900 - Perfect Attendance Report ❑ SAT2100 - Six Weeks FTE Report ❑ SAT2300 - Average Daily Attendance ❑ SAT2500 - Truancy Report
Discipline	

Task	Resource
Attendance	
❑ Run reports for verification.	❑ SDS0700 - TEA DFSCA Evaluation Report ❑ SDS0800 - Offense Summary Report ❑ SDS0900 - Action Summary Report ❑ SDS1300 - Discipline Audit Report (PEIMS Edits) ❑ SDS1400 - Offenses 'Reported By' Summary Report ❑ SDS1700 - Discipline Suspension Attendance Verification
Grade Reporting	
❑ Update report card messages.	Secondary campuses: Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages Elementary campuses: Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary
❑ Identify all missing and incomplete grades. **NOTE:** The report can be distributed to instructors as a reminder to enter grades for accurate grade average calculations.	❑ SGR1000 - Blank, Failing and Incomplete Grades **NOTE:** Be sure **Check Student Entry/WD Dates for Blank Grades** 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.
❑ Set campus control option parameters correctly for the end of the semester.	Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters ❑ **Current Semester** = 1. ❑ **Current Cycle** = 2 (for 9-week cycles) or 3 (for 6-week cycles). ❑ Verify **Track End Dates**.
❑ Verify that the campus control posting options are set correctly for the end of the semester.	Grade Reporting > Maintenance > Tables > Campus Control Options > Posting ❑ **Allow Cycle Grade** ❑ **Allow Semester Grade** ❑ **Expect Exam Grade** ❑ **Allow Exempt Exam** (if X is a valid semester exam grade for exempt students) ❑ **Allow Alpha Exam** ❑ **Allow Numeric Exam** ❑ **Auto Citizenship** ❑ **Citizenship Grade**
❑ Indicate if semester exams are included in the semester average.	Grade Reporting > Maintenance > Tables > Campus Control Options > Computation (**Include Exam in Semester Average** field)
❑ (Elementary campuses) Verify that all fields are set correctly for the end of the semester.	Grade Reporting > Maintenance > Tables > Elementary > Elem Grade
❑ (Mainly elementary campuses) Verify course auto-grade options.	Grade Reporting > Maintenance > Master Schedule > District Schedule (**Auto Grd** field)

Task	Resource
Attendance	
❑ Update campus-wide txGradebook options.	Grade Reporting > Maintenance > Gradebook Options > Campus > Options
❑ Update the txGradebook campus-wide message.	Grade Reporting > Maintenance > Gradebook Options > Campus > Options
❑ Update the txGradebook district-wide message.	Grade Reporting > Maintenance > Gradebook Options > District > Options
❑ Enable grade posting in txGradebook. **NOTE:** 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.	Grade Reporting > Maintenance > Gradebook Options > Campus > Options (set **Open for Grade Posting** to Open)
❑ Verify that all instructors are ready to post grades for the semester-cycle.	Grade Reporting > Maintenance > Teacher Posting Status
❑ Post grades from txGradebook.	Grade Reporting > Utilities > Grade Posting From TxEIS txGradebook
❑ Disable posting in txGradebook.	Grade Reporting > Maintenance > Gradebook Options > Campus > Options (set **Open for Grade Posting** to Close)
❑ Compute attendance in the student's grade-course record so that it prints on report cards and teacher class rolls.	❑ SGR1800 - Compute Attendance in Course Records
❑ (Elementary campuses) Compute cumulative year-to-date averages (if the campus does not use semester averages).	Grade Reporting > Utilities > Grade Computation Elementary
❑ (Secondary campuses) (Optional) Determine whether students meet the 90% attendance rule for awarding or denying credit.	❑ SGR0450 - Attendance Percentage by Course
❑ (Secondary campuses) Perform grade computation and credit assignment, if the campus awards credit (including middle school courses with credits that apply toward graduation).	QuickGuide: Compute Grades and Assign Credit
❑ (Secondary campuses) Calculate grade averages and class ranking according to district policy. Some campuses may do beginning-of-the-year calculations at the end of semester 1.	TxEIS Grade Reporting - Run Grade Averaging & Class Ranking and Print AARs
❑ (Optional) Print class rolls. Distribute to instructors as proof sheets for grade verification.	❑ SGR0900 - Class Rolls (Student Grade Information)
❑ Post corrected grades.	By individual: Grade Reporting > Maintenance > Student > Individual Maint > Grd Update By group: Grade Reporting > Maintenance > Student > Group Maint > Post Grades
❑ Update campus control print options before printing report cards.	Grade Reporting > Maintenance > Tables > Campus Control Options > Print Options
❑ (Mainly secondary campuses) Assign control numbers to students by period, if you will be printing report cards by control number.	Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Period
❑ (Secondary campuses) Print transcripts.	❑ SGR2047 - AAR Multi-Year

Task	Resource
Attendance	
❑ Print grade labels for all students.	Secondary campuses: ❑ SGR2081 - Student Grade Labels Elementary campuses: ❑ SGR2091 - Elementary Grade Labels
❑ Print report cards.	Secondary two-semester campuses: ❑ SGR1300 - Secondary Report Cards (2 Semesters) Secondary four-semester campuses: ❑ SGR1350 - Secondary Report Cards (4 Semesters) Elementary campuses: ❑ SGR1400 - Elementary Report Cards
❑ Print and save recommended reports.	❑ SGR0280 - Grade Distribution Report ❑ SGR0450 - Attendance Percentage by Course ❑ SGR0900 - Class Rolls (Student Grade Information) ❑ SGR1000 - Blank, Failing and Incomplete Grades ❑ SGR1650 - Career and Technology Audit ❑ SGR2001 - A/B Honor Roll ❑ SGR2048 - Summary of Student Credits by Sch Yr ❑ SGR2060 - Grd Avg and Class Rnk - Info ONLY no Update ❑ SGR2070 - Grd Avg Info - By Student (Info Only) ❑ SGR2600 - Student Grd/Crs Override Proof List ❑ SGR4500 - txGradebook Assignment Audit Report Secondary campuses: ❑ SGR1175 - Report Card Proof List ❑ SGR1300 - Secondary Report Cards (2 Semesters) or ❑ SGR1350 - Secondary Report Cards (4 Semesters) Elementary campuses: ❑ SGR1400 - Elementary Report Cards ❑ SGR1401 - Elementary Principal's Proof List ❑ SGR2091 - Elementary Grade Labels
❑ Increment **Current Semester** and **Current Cycle**.	Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters
❑ Make midterm schedule changes.	Grade Reporting > Maintenance > Student > Individual Maint > Crs/Sec Change
Registration	

Task	Resource
Attendance	
❑ Run reports for verification.	❑ SRG0600 - Student Special Program Listing ❑ SRG1200 - Student Status Changes by Program ❑ SRG2100 - Student Withdrawal Report
❑ Gather documentation on leavers and movers (grade levels 7-12 only, per TEDS).	Registration > Utilities > TREx Export Or, manually follow up by contacting other districts.
Special Education	
❑ Run reports.	❑ SAT0000 - Absence Transaction List ❑ SAT0600 - Student Detail Report (set **Print Sp Ed Only** to Y) ❑ SEM0720 - Special Ed Student Active/Inactive List ❑ SEM0850 - PEIMS Verification List

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover