End of Semester

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Student Year-at-a-Glance

End of Cycle/Semester

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

Task	Resource
Attendance	
❏ (Secondary campuses) Print transcripts.	❏ SGR2047 - AAR Multi-Year
❏ 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

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