



## 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
<b>Attendance</b> <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>Attendance</b>	
<b>Grade Reporting</b>	
<input type="checkbox"/> Set campus control option parameters correctly for the end of the semester.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Parameters</a> <input type="checkbox"/> <b>Current Semester</b> = 1. <input type="checkbox"/> <b>Current Cycle</b> = 2 (for 9-week cycles) or 3 (for 6-week cycles). <input type="checkbox"/> Verify <b>Track End Dates</b> .
<input type="checkbox"/> Verify that the campus control posting options are set correctly for the end of the semester.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Posting</a> <input type="checkbox"/> <b>Allow Cycle Grade</b> <input type="checkbox"/> <b>Allow Semester Grade</b> <input type="checkbox"/> <b>Expect Exam Grade</b> <input type="checkbox"/> <b>Allow Exempt Exam</b> (if X is a valid semester exam grade for exempt students) <input type="checkbox"/> <b>Allow Alpha Exam</b> <input type="checkbox"/> <b>Allow Numeric Exam</b> <input type="checkbox"/> <b>Auto Citizenship</b> <input type="checkbox"/> <b>Citizenship Grade</b>
<input type="checkbox"/> Indicate if semester exams are included in the semester average.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Computation (<b>Include Exam in Semester Average</b> field)</a>
<input type="checkbox"/> (Elementary campuses) Verify that all fields are set correctly for the end of the semester.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Elementary &gt; Elem Grade</a>
<input type="checkbox"/> (Secondary campuses) (Optional) Determine whether students meet the 90% attendance rule for awarding or denying credit.	<input type="checkbox"/> <a href="#">SGR0450 - Attendance Percentage by Course</a>
<input type="checkbox"/> (Secondary campuses) Perform grade computation and credit assignment, if the campus awards credit (including middle school courses with credits that apply toward graduation).	<a href="#">QuickGuide: Compute Grades and Assign Credit</a>
<input type="checkbox"/> (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.	<a href="#">ASCENDER Grade Reporting - Run Grade Averaging &amp; Class Ranking and Print AARs</a>
<input type="checkbox"/> (Secondary campuses) Print transcripts.	<input type="checkbox"/> <a href="#">SGR2047 - AAR Multi-Year</a>
<input type="checkbox"/> Print grade labels for all students.	Secondary campuses: <input type="checkbox"/> <a href="#">SGR2081 - Student Grade Labels</a>  Elementary campuses: <input type="checkbox"/> <a href="#">SGR2091 - Elementary Grade Labels</a>
<input type="checkbox"/> Print and save recommended reports.	<input type="checkbox"/> <a href="#">SGR0450 - Attendance Percentage by Course</a> <input type="checkbox"/> <a href="#">SGR1650 - Career and Technology Audit</a> <input type="checkbox"/> <a href="#">SGR2048 - Summary of Student Credits by Sch Yr</a> <input type="checkbox"/> <a href="#">SGR2060 - Grd Avg and Class Rnk - Info ONLY no Update</a> <input type="checkbox"/> <a href="#">SGR2070 - Grd Avg Info - By Student (Info Only)</a> <input type="checkbox"/> <a href="#">SGR2600 - Student Grd/Crs Override Proof List</a>
<input type="checkbox"/> Make midterm schedule changes.	<a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Crs/Sec Change</a>



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