



End of Cycle

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Student Year-at-a-Glance

End of Cycle/Semester

The following tasks must be done at the end of each grade reporting cycle.

Task	Resource
Attendance	
<input type="checkbox"/> Run reports to verify that attendance is balanced for the cycle.	<input type="checkbox"/> SAT0600 - Student Detail Report <input type="checkbox"/> SAT1370 - Class Attendance Verification Elementary campuses: <input type="checkbox"/> SAT0670 - Teacher Membership Roster By Control Num Secondary campuses: <input type="checkbox"/> SAT0400 - Daily Attendance Summary <input type="checkbox"/> SAT0671 - Teacher Membership Roster By Period <input type="checkbox"/> SAT0700 - Student Attendance Summary <input type="checkbox"/> SAT0900 - Campus/District Summary Report <input type="checkbox"/> SAT1000 - Campus Recap Report <input type="checkbox"/> SAT1500 - Daily Attendance Report I <input type="checkbox"/> SAT1600 - Daily Attendance Report II <input type="checkbox"/> SAT1700 - Entry/Withdrawal Summary CTE: <input type="checkbox"/> SAT0600 - Student Detail Report (set Print CTE Only to Y)

Task	Resource
<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. Review the TEA Student Attendance Accounting Handbook (SAAH), Section 2.3 for specific rules.</p> <p>NOTE: 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>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>
<p><input type="checkbox"/> Run additional reports as needed.</p>	<p><input type="checkbox"/> SAT0300 - Attendance Proof List <input type="checkbox"/> SAT1900 - Perfect Attendance Report <input type="checkbox"/> SAT2100 - Six Weeks FTE Report <input type="checkbox"/> SAT2300 - Average Daily Attendance <input type="checkbox"/> SAT2500 - Truancy Report</p>
Discipline	

Task	Resource
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> SDS0700 - TEA DFSCA Evaluation Report <input type="checkbox"/> SDS0800 - Offense Summary Report <input type="checkbox"/> SDS0900 - Action Summary Report <input type="checkbox"/> SDS1300 - Discipline Audit Report (PEIMS Edits) <input type="checkbox"/> SDS1400 - Offenses 'Reported By' Summary Report <input type="checkbox"/> SDS1700 - Discipline Suspension Attendance Verification
Grade Reporting	
<input type="checkbox"/> Update the report card comments. NOTE: 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.	Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Comments
<input type="checkbox"/> 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
<input type="checkbox"/> (Elementary campuses) Verify elementary tables.	Grade Reporting > Maintenance > Tables > Elementary > Elem Grade
<input type="checkbox"/> 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.	<input type="checkbox"/> SGR1000 - Blank, Failing and Incomplete Grades 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.
<input type="checkbox"/> Verify that campus control option parameters are set correctly.	Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters <input type="checkbox"/> Current Semester <input type="checkbox"/> Current Cycle <input type="checkbox"/> Track End Dates
<input type="checkbox"/> Verify that the campus posting options are set correctly.	Grade Reporting > Maintenance > Tables > Campus Control Options > Posting <input type="checkbox"/> Allow Cycle Grade <input type="checkbox"/> Auto Citizenship <input type="checkbox"/> Citizenship Grade
<input type="checkbox"/> Update the TeacherPortal district-wide message.	Grade Reporting > Maintenance > TeacherPortal Options > District > Options
<input type="checkbox"/> Update the TeacherPortal campus-wide message.	Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options
<input type="checkbox"/> Update campus-wide TeacherPortal options.	Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options
<input type="checkbox"/> (Mainly elementary campuses) Verify course auto-grade options.	Grade Reporting > Maintenance > Master Schedule > District Schedule (Auto Grd field)
<input type="checkbox"/> Enable grade posting in TeacherPortal. 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. IMPORTANT: For additional information, reference the TeacherPortal End-of-Cycle reminders from the TeacherPortal guide https://help.ascendertx.com/teacherportal/doku.php/academy/eoc	Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options (set Open for Grade Posting to Open)
<input type="checkbox"/> Verify that all instructors are ready to post grades for the semester-cycle.	Grade Reporting > Maintenance > Teacher Posting Status

Task	Resource
<input type="checkbox"/> Post grades from TeacherPortal.	Grade Reporting > Utilities > Grade Posting From ASCENDER TeacherPortal
<input type="checkbox"/> Disable posting in TeacherPortal.	Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options (set Open for Grade Posting 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"/> SGR1800 - Compute Attendance in Course Records
<input type="checkbox"/> (Elementary campuses) Compute cumulative year-to-date averages (if the campus does not use semester averages).	Grade Reporting > Utilities > Grade Computation Elementary
<input type="checkbox"/> (Optional) Print class rolls. Distribute to instructors as proof sheets for grade verification.	<input type="checkbox"/> SGR0900 - Class Rolls (Student Grade Information)
<input type="checkbox"/> Post corrected grades.	By individual: Grade Reporting > Maintenance > Student > Individual Maint > Grd Update By group: Grade Reporting > Maintenance > Student > Group Maint > Post Grades
<input type="checkbox"/> Update campus control print options before printing report cards.	Grade Reporting > Maintenance > Tables > Campus Control Options > Print Options
<input type="checkbox"/> (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
<input type="checkbox"/> Print report cards.	Secondary two-semester campuses: <input type="checkbox"/> SGR1300 - Secondary Report Cards (2 Semesters) Secondary four-semester campuses: <input type="checkbox"/> SGR1350 - Secondary Report Cards (4 Semesters) Elementary campuses: <input type="checkbox"/> SGR1400 - Elementary Report Cards
<input type="checkbox"/> Print and save recommended reports.	<input type="checkbox"/> SGR0280 - Grade Distribution Report <input type="checkbox"/> SGR0900 - Class Rolls (Student Grade Information) <input type="checkbox"/> SGR1000 - Blank, Failing and Incomplete Grades <input type="checkbox"/> SGR2001 - A/B Honor Roll <input type="checkbox"/> SGR4500 - TeacherPortal Assignment Audit Report Secondary campuses: <input type="checkbox"/> SGR1175 - Report Card Proof List <input type="checkbox"/> SGR1300 - Secondary Report Cards (2 Semesters) or <input type="checkbox"/> SGR1350 - Secondary Report Cards (4 Semesters) Elementary campuses: <input type="checkbox"/> SGR1400 - Elementary Report Cards <input type="checkbox"/> SGR1401 - Elementary Principal's Proof List <input type="checkbox"/> SGR2091 - Elementary Grade Labels
<input type="checkbox"/> Increment Current Semester and Current Cycle .	Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters
Registration	
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> SRG0600 - Student Special Program Listing <input type="checkbox"/> SRG1200 - Student Status Changes by Program <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 Or, manually follow up by contacting other districts.
Special Education	

Task	Resource
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> SAT0000 - Absence Transaction List <input type="checkbox"/> SAT0600 - Student Detail Report (set Print Sp Ed Only to Y) <input type="checkbox"/> SEM0720 - Special Ed Student Active/Inactive List <input type="checkbox"/> SEM0850 - PEIMS Verification List

End of Semester

End of Semester

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

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

Task	Resource
Attendance	
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> SDS0700 - TEA DFSCA Evaluation Report <input type="checkbox"/> SDS0800 - Offense Summary Report <input type="checkbox"/> SDS0900 - Action Summary Report <input type="checkbox"/> SDS1300 - Discipline Audit Report (PEIMS Edits) <input type="checkbox"/> SDS1400 - Offenses 'Reported By' Summary Report <input type="checkbox"/> SDS1700 - Discipline Suspension Attendance Verification
Grade Reporting	
<input type="checkbox"/> Update report card messages.	<p>Secondary campuses: Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages</p> <p>Elementary campuses: Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary</p>
<input type="checkbox"/> 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.	<input type="checkbox"/> 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.
<input type="checkbox"/> Set campus control option parameters correctly for the end of the semester.	Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters <input type="checkbox"/> Current Semester = 1. <input type="checkbox"/> Current Cycle = 2 (for 9-week cycles) or 3 (for 6-week cycles). <input type="checkbox"/> Verify Track End Dates .
<input type="checkbox"/> Verify that the campus control posting options are set correctly for the end of the semester.	Grade Reporting > Maintenance > Tables > Campus Control Options > Posting <input type="checkbox"/> Allow Cycle Grade <input type="checkbox"/> Allow Semester Grade <input type="checkbox"/> Expect Exam Grade <input type="checkbox"/> Allow Exempt Exam (if X is a valid semester exam grade for exempt students) <input type="checkbox"/> Allow Alpha Exam <input type="checkbox"/> Allow Numeric Exam <input type="checkbox"/> Auto Citizenship <input type="checkbox"/> Citizenship Grade
<input type="checkbox"/> Indicate if semester exams are included in the semester average.	Grade Reporting > Maintenance > Tables > Campus Control Options > Computation (Include Exam in Semester Average field)
<input type="checkbox"/> (Elementary campuses) Verify that all fields are set correctly for the end of the semester.	Grade Reporting > Maintenance > Tables > Elementary > Elem Grade
<input type="checkbox"/> (Mainly elementary campuses) Verify course auto-grade options.	Grade Reporting > Maintenance > Master Schedule > District Schedule (Auto Grd field)

Task	Resource
Attendance	
<input type="checkbox"/> Update campus-wide txGradebook options.	Grade Reporting > Maintenance > Gradebook Options > Campus > Options
<input type="checkbox"/> Update the txGradebook campus-wide message.	Grade Reporting > Maintenance > Gradebook Options > Campus > Options
<input type="checkbox"/> Update the txGradebook district-wide message.	Grade Reporting > Maintenance > Gradebook Options > District > Options
<input type="checkbox"/> 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)
<input type="checkbox"/> Verify that all instructors are ready to post grades for the semester-cycle.	Grade Reporting > Maintenance > Teacher Posting Status
<input type="checkbox"/> Post grades from txGradebook.	Grade Reporting > Utilities > Grade Posting From TxEIS txGradebook
<input type="checkbox"/> Disable posting in txGradebook.	Grade Reporting > Maintenance > Gradebook Options > Campus > Options (set Open for Grade Posting 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"/> SGR1800 - Compute Attendance in Course Records
<input type="checkbox"/> (Elementary campuses) Compute cumulative year-to-date averages (if the campus does not use semester averages).	Grade Reporting > Utilities > Grade Computation Elementary
<input type="checkbox"/> (Secondary campuses) (Optional) Determine whether students meet the 90% attendance rule for awarding or denying credit.	<input type="checkbox"/> SGR0450 - Attendance Percentage by Course
<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).	QuickGuide: Compute Grades and Assign Credit
<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.	TxEIS Grade Reporting - Run Grade Averaging & Class Ranking and Print AARs
<input type="checkbox"/> (Optional) Print class rolls. Distribute to instructors as proof sheets for grade verification.	<input type="checkbox"/> SGR0900 - Class Rolls (Student Grade Information)
<input type="checkbox"/> Post corrected grades.	By individual: Grade Reporting > Maintenance > Student > Individual Maint > Grd Update By group: Grade Reporting > Maintenance > Student > Group Maint > Post Grades
<input type="checkbox"/> Update campus control print options before printing report cards.	Grade Reporting > Maintenance > Tables > Campus Control Options > Print Options
<input type="checkbox"/> (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	
<input type="checkbox"/> (Secondary campuses) Print transcripts.	<input type="checkbox"/> SGR2047 - AAR Multi-Year
<input type="checkbox"/> Print grade labels for all students.	Secondary campuses: <input type="checkbox"/> SGR2081 - Student Grade Labels Elementary campuses: <input type="checkbox"/> SGR2091 - Elementary Grade Labels
<input type="checkbox"/> Print report cards.	Secondary two-semester campuses: <input type="checkbox"/> SGR1300 - Secondary Report Cards (2 Semesters) Secondary four-semester campuses: <input type="checkbox"/> SGR1350 - Secondary Report Cards (4 Semesters) Elementary campuses: <input type="checkbox"/> SGR1400 - Elementary Report Cards
<input type="checkbox"/> Print and save recommended reports.	<input type="checkbox"/> SGR0280 - Grade Distribution Report <input type="checkbox"/> SGR0450 - Attendance Percentage by Course <input type="checkbox"/> SGR0900 - Class Rolls (Student Grade Information) <input type="checkbox"/> SGR1000 - Blank, Failing and Incomplete Grades <input type="checkbox"/> SGR1650 - Career and Technology Audit <input type="checkbox"/> SGR2001 - A/B Honor Roll <input type="checkbox"/> SGR2048 - Summary of Student Credits by Sch Yr <input type="checkbox"/> SGR2060 - Grd Avg and Class Rnk - Info ONLY no Update <input type="checkbox"/> SGR2070 - Grd Avg Info - By Student (Info Only) <input type="checkbox"/> SGR2600 - Student Grd/Crs Override Proof List <input type="checkbox"/> SGR4500 - txGradebook Assignment Audit Report Secondary campuses: <input type="checkbox"/> SGR1175 - Report Card Proof List <input type="checkbox"/> SGR1300 - Secondary Report Cards (2 Semesters) or <input type="checkbox"/> SGR1350 - Secondary Report Cards (4 Semesters) Elementary campuses: <input type="checkbox"/> SGR1400 - Elementary Report Cards <input type="checkbox"/> SGR1401 - Elementary Principal's Proof List <input type="checkbox"/> SGR2091 - Elementary Grade Labels
<input type="checkbox"/> Increment Current Semester and Current Cycle .	Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters
<input type="checkbox"/> Make midterm schedule changes.	Grade Reporting > Maintenance > Student > Individual Maint > Crs/Sec Change
Registration	

Task	Resource
Attendance	
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> SRG0600 - Student Special Program Listing <input type="checkbox"/> SRG1200 - Student Status Changes by Program <input type="checkbox"/> SRG2100 - Student Withdrawal Report
<input type="checkbox"/> 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	
<input type="checkbox"/> Run reports.	<input type="checkbox"/> SAT0000 - Absence Transaction List <input type="checkbox"/> SAT0600 - Student Detail Report (set Print Sp Ed Only to Y) <input type="checkbox"/> SEM0720 - Special Ed Student Active/Inactive List <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
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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