End of Cycle

Table of Contents

Student Year-at-a-Glance

End of Cycle/Semester

End of Cycle

The following tasks must be done at the end of each grade reporting cycle (both six-week and nine-week cycles).

Task	Resource
Attendance	
❑ Run reports to verify that attendance is balanced for the cycle.	❑ SAT0600 - Student Detail Report ❑ SAT1370 - Class Attendance Verification 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 ❑ 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)

Task	Resource
❑ 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.** **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.	**IMPORTANT:** The following attendance reports *must* be generated throughout the year and retained for auditing purposes. They can be saved as a PDF. **These reports are not available in Historical.** ❑ 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. ❑ 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. ❑ 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. ❑ Attendance Reports > Audit > SAT0920 - Campus/District Multi-Track Summary Report This report is the same as SAT0900, except it provides information for multiple tracks. ❑ 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. ❑ Attendance Reports > Students > SAT0400 - Daily Attendance Summary Verify that daily attendance summaries have been balanced daily. ❑ 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.
❑ 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
❑ 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 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
❑ 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
❑ (Elementary campuses) Verify elementary tables.	Grade Reporting > Maintenance > Tables > Elementary > Elem Grade
❑ 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 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.
❑ Verify that campus control option parameters are set correctly.	Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters ❑ **Current Semester** ❑ **Current Cycle** ❑ **Track End Dates**
❑ Verify that the campus posting options are set correctly.	Grade Reporting > Maintenance > Tables > Campus Control Options > Posting ❑ **Allow Cycle Grade** ❑ **Auto Citizenship** ❑ **Citizenship Grade**
❑ Update the TeacherPortal district-wide message.	Grade Reporting > Maintenance > TeacherPortal Options > District > Options
❑ Update the TeacherPortal campus-wide message.	Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options
❑ Update campus-wide TeacherPortal options.	Grade Reporting > Maintenance > TeacherPortal Options > Campus > Options
❑ (Mainly elementary campuses) Verify course auto-grade options.	Grade Reporting > Maintenance > Master Schedule > District Schedule (**Auto Grd** field)
❑ 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)
❑ Verify that all instructors are ready to post grades for the semester-cycle.	Grade Reporting > Maintenance > Teacher Posting Status

Task	Resource
❑ Post grades from TeacherPortal.	Grade Reporting > Utilities > Grade Posting From ASCENDER TeacherPortal
❑ Disable posting in TeacherPortal.	Grade Reporting > Maintenance > TeacherPortal 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
❑ (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
❑ 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 ❑ SGR0900 - Class Rolls (Student Grade Information) ❑ SGR1000 - Blank, Failing and Incomplete Grades ❑ SGR2001 - A/B Honor Roll ❑ SGR4500 - TeacherPortal 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
Registration	
❑ 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 TWEDS).	Registration > Utilities > TREx Export Or, manually follow up by contacting other districts.
Special Education	

Task	Resource
❏ Run reports for verification.	❏ 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

Back Cover