



# Daily



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# Student Year-at-a-Glance

## Daily Tasks

The following tasks must be done on a daily basis.

<b>Attendance</b>	
<input type="checkbox"/> Enter attendance.	Direct entry in TxEIS: <a href="#">TxEIS Attendance - Student Posting with Comments</a> Or, instructor posts attendance in txGradebook.
<input type="checkbox"/> Monitor that instructors are taking attendance.	<a href="#">Attendance &gt; Maintenance &gt; Gradebook Options &gt; Unposted Absences</a>
<input type="checkbox"/> Print reports for substitute teachers or manual entry.	<input type="checkbox"/> <a href="#">SAT0202 - Attendance Tear Strips (#6185)</a> <input type="checkbox"/> <a href="#">SAT1365 - Class Attendance Roster</a> <input type="checkbox"/> <a href="#">SAT3500 - Daily Class Attendance Roster</a>
<input type="checkbox"/> Balance attendance.	<input type="checkbox"/> <a href="#">SAT0400 - Daily Attendance Summary</a> <input type="checkbox"/> <a href="#">SAT0500 - Campus Attendance Summary</a> <input type="checkbox"/> <a href="#">SAT2200 - Membership Summary</a>
<input type="checkbox"/> Print attendance letters.	<a href="#">QuickGuide: TxEIS Attendance - Generate Attendance Letters</a>
<input type="checkbox"/> Run daily reports.	<input type="checkbox"/> <a href="#">SAT0400 - Daily Attendance Summary</a> <input type="checkbox"/> <a href="#">SAT0500 - Campus Attendance Summary</a>
<input type="checkbox"/> Run additional reports as needed.	<input type="checkbox"/> <a href="#">SAT0000 - Absence Transaction List</a> <input type="checkbox"/> <a href="#">SAT1200 - Excessive Absence Report</a> <input type="checkbox"/> <a href="#">SAT1370 - Class Attendance Verification</a> <input type="checkbox"/> <a href="#">SAT1500 - Daily Attendance Report I</a>
<b>Discipline</b>	
<input type="checkbox"/> Enter discipline incident records, and print incident letters for parents.	<a href="#">QuickGuide: Enter and Maintain Discipline Incident Records</a>
<input type="checkbox"/> Review referrals entered through txGradebook and take action (designated discipline approvers only).	<a href="#">Discipline &gt; Maintenance &gt; Referrals</a>
<input type="checkbox"/> Run report for verification.	<input type="checkbox"/> <a href="#">SDS0100 - Discipline - Detailed Incident Report</a>
<b>Grade Reporting</b>	
<input type="checkbox"/> Change student schedules.	Before MTGR: <a href="#">TxEIS Scheduling - Change a Student's Schedule</a> After MTGR) <a href="#">TxEIS Grade Reporting - Change a Student's Schedule</a>
<input type="checkbox"/> Enter schedules for new students.	<a href="#">Grade Reporting &gt; Maintenance &gt; Walk-in Scheduler &gt; Scheduler</a>
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> <a href="#">SGR1930 - Student Schedules (Plain Paper)</a> <input type="checkbox"/> <a href="#">SGR2055 - Student Schedules</a>
<b>Registration</b>	
<input type="checkbox"/> Enroll and withdraw students.	<a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; W/R Enroll</a>

**Attendance**

<input type="checkbox"/> Edit student program codes as needed.	<a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; At Risk</a> <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; SpecEd</a> <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; G/T</a> <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Bil/ESL</a> <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Title I</a> <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; PRS</a> <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Generic</a>
<input type="checkbox"/> Export TReX data.	<a href="#">Registration &gt; Utilities &gt; TReX Export</a>
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> <a href="#">SRG0900 - Withdrawal Transfer Form</a> <input type="checkbox"/> <a href="#">SRG1200 - Student Status Changes by Program</a>
<input type="checkbox"/> Approve student registration and data changes, and monitor forms.	<a href="#">ParentPortal Campus Admin: Review &amp; Accept Data Changes</a>



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