



# **year-at-a-glance-end-cycle**



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# Student Year-at-a-Glance

## Fall

### End of Cycle

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

Task	Resource
<p><b>Attendance</b></p> <p><input type="checkbox"/> Run reports to verify that attendance is balanced for the cycle.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">SAT0600 - Student Detail Report</a></li> <li><input type="checkbox"/> <a href="#">SAT1370 - Class Attendance Verification</a></li>   <li>Elementary campuses:</li> <li><input type="checkbox"/> <a href="#">SAT0670 - Teacher Membership Roster By Control Num</a></li>   <li>Secondary campuses:</li> <li><input type="checkbox"/> <a href="#">SAT0400 - Daily Attendance Summary</a></li> <li><input type="checkbox"/> <a href="#">SAT0671 - Teacher Membership Roster By Period</a></li> <li><input type="checkbox"/> <a href="#">SAT0700 - Student Attendance Summary</a></li> <li><input type="checkbox"/> <a href="#">SAT0900 - Campus/District Summary Report</a></li> <li><input type="checkbox"/> <a href="#">SAT1000 - Campus Recap Report</a></li> <li><input type="checkbox"/> <a href="#">SAT1500 - Daily Attendance Report I</a></li> <li><input type="checkbox"/> <a href="#">SAT1600 - Daily Attendance Report II</a></li> <li><input type="checkbox"/> <a href="#">SAT1700 - Entry/Withdrawal Summary</a></li>   <li>CTE:</li> <li><input type="checkbox"/> <a href="#">SAT0600 - Student Detail Report</a> (set <b>Print CTE Only</b> to Y)</li> </ul>

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. <b>Review the TEA Student Attendance Accounting Handbook (SAAH), Section 2.3 for specific rules.</b></p> <p><b>NOTE:</b> 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><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</a> or <a href="#">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
<input type="checkbox"/> Run additional reports as needed.	<input type="checkbox"/> <a href="#">SAT0300 - Attendance Proof List</a> <input type="checkbox"/> <a href="#">SAT1900 - Perfect Attendance Report</a> <input type="checkbox"/> <a href="#">SAT2100 - Six Weeks FTE Report</a> <input type="checkbox"/> <a href="#">SAT2300 - Average Daily Attendance</a> <input type="checkbox"/> <a href="#">SAT2500 - Truancy Report</a>
<b>Discipline</b>	
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> <a href="#">SDS0700 - TEA DFSCA Evaluation Report</a> <input type="checkbox"/> <a href="#">SDS0800 - Offense Summary Report</a> <input type="checkbox"/> <a href="#">SDS0900 - Action Summary Report</a> <input type="checkbox"/> <a href="#">SDS1300 - Discipline Audit Report (PEIMS Edits)</a> <input type="checkbox"/> <a href="#">SDS1400 - Offenses 'Reported By' Summary Report</a> <input type="checkbox"/> <a href="#">SDS1700 - Discipline Suspension Attendance Verification</a>
<b>Grade Reporting</b>	
<input type="checkbox"/> Update the report card comments.  <b>NOTE:</b> 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.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Rpt Card Comments</a>
<input type="checkbox"/> Update report card messages.	Secondary campuses: <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Rpt Card Messages</a>  Elementary campuses: <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Rpt Card Msg Elementary</a>
<input type="checkbox"/> (Elementary campuses) Verify elementary tables.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Elementary &gt; Elem Grade</a>
<input type="checkbox"/> Identify all missing and incomplete grades.  <b>NOTE:</b> The report can be distributed to instructors as a reminder to enter grades for accurate grade average calculations.	<input type="checkbox"/> <a href="#">SGR1000 - Blank, Failing and Incomplete Grades</a>  Be sure <b>Check Student Entry/WD Dates for Blank Grades</b> 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.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Parameters</a> <input type="checkbox"/> <b>Current Semester</b> <input type="checkbox"/> <b>Current Cycle</b> <input type="checkbox"/> <b>Track End Dates</b>
<input type="checkbox"/> Verify that the campus posting options are set correctly.	<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>Auto Citizenship</b> <input type="checkbox"/> <b>Citizenship Grade</b>
<input type="checkbox"/> Update the TeacherPortal district-wide message.	<a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; District &gt; Options</a>
<input type="checkbox"/> Update the TeacherPortal campus-wide message.	<a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; Campus &gt; Options</a>

Task	Resource
<input type="checkbox"/> Update campus-wide TeacherPortal options.	<a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; Campus &gt; Options</a>
<input type="checkbox"/> (Mainly elementary campuses) Verify course auto-grade options.	<a href="#">Grade Reporting &gt; Maintenance &gt; Master Schedule &gt; District Schedule (Auto Grd field)</a>
<input type="checkbox"/> Enable grade posting in TeacherPortal.  <b>NOTE:</b> 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.  <b>IMPORTANT:</b> For additional information, reference the TeacherPortal End-of-Cycle reminders from the <a href="#">TeacherPortal guide</a> .	<a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; Campus &gt; Options</a> (set <b>Open for Grade Posting</b> to Open)
<input type="checkbox"/> Verify that all instructors are ready to post grades for the semester-cycle.	<a href="#">Grade Reporting &gt; Maintenance &gt; Teacher Posting Status</a>
<input type="checkbox"/> Post grades from TeacherPortal.	<a href="#">Grade Reporting &gt; Utilities &gt; Grade Posting From ASCENDER TeacherPortal</a>
<input type="checkbox"/> Disable posting in TeacherPortal.	<a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; Campus &gt; Options</a> (set <b>Open for Grade Posting</b> 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"/> <a href="#">SGR1800 - Compute Attendance in Course Records</a>
<input type="checkbox"/> (Elementary campuses) Compute cumulative year-to-date averages (if the campus does not use semester averages).	<a href="#">Grade Reporting &gt; Utilities &gt; Grade Computation Elementary</a>
<input type="checkbox"/> (Optional) Print class rolls. Distribute to instructors as proof sheets for grade verification.	<input type="checkbox"/> <a href="#">SGR0900 - Class Rolls (Student Grade Information)</a>
<input type="checkbox"/> Post corrected grades.	By individual: <a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Grd Update</a>  By group: <a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Group Maint &gt; Post Grades</a>
<input type="checkbox"/> Update campus control print options before printing report cards.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Print Options</a>
<input type="checkbox"/> (Mainly secondary campuses) Assign control numbers to students by period, if you will be printing report cards by control number.	<a href="#">Grade Reporting &gt; Utilities &gt; Assign Control Numbers &gt; Cntrl by Period</a>
<input type="checkbox"/> Print report cards.  For information on publishing report cards to ParentPortal, go to <a href="#">ASCENDER Grade Reporting - Create IPRs and Report Cards for ASCENDER ParentPortal</a> .	Secondary two-semester campuses: <input type="checkbox"/> <a href="#">SGR1300 - Secondary Report Cards (2 Semesters)</a>  Secondary four-semester campuses: <input type="checkbox"/> <a href="#">SGR1350 - Secondary Report Cards (4 Semesters)</a>  Elementary campuses: <input type="checkbox"/> <a href="#">SGR1400 - Elementary Report Cards</a>

Task	Resource
<input type="checkbox"/> Print and save recommended reports.	<input type="checkbox"/> <a href="#">SGR0280 - Grade Distribution Report</a> <input type="checkbox"/> <a href="#">SGR0900 - Class Rolls (Student Grade Information)</a> <input type="checkbox"/> <a href="#">SGR1000 - Blank, Failing and Incomplete Grades</a> <input type="checkbox"/> <a href="#">SGR2001 - A/B Honor Roll</a> <input type="checkbox"/> <a href="#">SGR4500 - TeacherPortal Assignment Audit Report</a>  Secondary campuses: <input type="checkbox"/> <a href="#">SGR1175 - Report Card Proof List</a> <input type="checkbox"/> <a href="#">SGR1300 - Secondary Report Cards (2 Semesters)</a> or <input type="checkbox"/> <a href="#">SGR1350 - Secondary Report Cards (4 Semesters)</a>  Elementary campuses: <input type="checkbox"/> <a href="#">SGR1400 - Elementary Report Cards</a> <input type="checkbox"/> <a href="#">SGR1401 - Elementary Principal's Proof List</a> <input type="checkbox"/> <a href="#">SGR2091 - Elementary Grade Labels</a>
<input type="checkbox"/> Increment <b>Current Semester</b> and <b>Current Cycle</b> .	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Parameters</a>
<b>Registration</b>	
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> <a href="#">SRG0600 - Student Special Program Listing</a> <input type="checkbox"/> <a href="#">SRG1200 - Student Status Changes by Program</a> <input type="checkbox"/> <a href="#">SRG2100 - Student Withdrawal Report</a>
<input type="checkbox"/> Gather documentation on leavers and movers (grade levels 7-12 only, per TWEDS).	<a href="#">Registration &gt; Utilities &gt; TReX Export</a> Or, manually follow up by contacting other districts.
<b>Special Education</b>	
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> <a href="#">SAT0000 - Absence Transaction List</a> <input type="checkbox"/> <a href="#">SAT0600 - Student Detail Report (set <b>Print Sp Ed Only</b> to Y)</a> <input type="checkbox"/> <a href="#">SEM0720 - Special Ed Student Active/Inactive List</a> <input type="checkbox"/> <a href="#">SEM0850 - PEIMS Verification List</a>



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