



year-at-a-glance-end-of-semester

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Student Year-at-a-Glance

Winter

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	
<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

Task	Resource
Attendance	
Grade Reporting	
<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"/> 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)
<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

Task	Resource
Attendance	
<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
<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

Task	Resource
Attendance	
<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	
<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

Task	Resource
Attendance	
<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



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