

# Student Year-at-a-Glance - First Day of School

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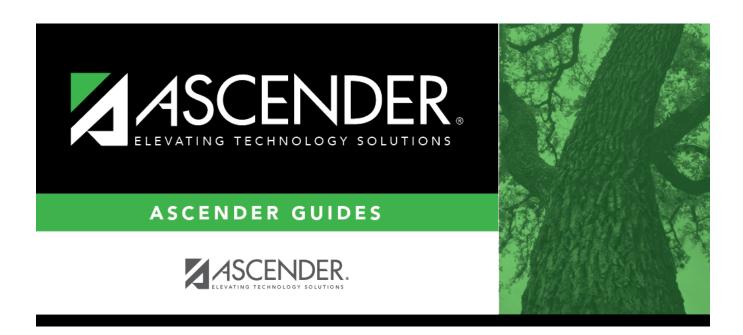
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## **Student Year-at-a-Glance**

## **First Day of School**

The following tasks must be completed on the first day of school.

Task	Resource
Attendance	
☐ If using Activate Students/First Day Counts, begin activating students.	ASCENDER & TeacherPortal - Student Activation/First Day Attendance Counts
☐ If not using Activate Students/First Day C	Counts:
☐ Count present students.	☐ SAT0400 - Daily Attendance Summary (balance against SAT1400)
☐ Enter leaver codes for No Shows.	Registration > Maintenance > Student Enrollment > W/R Enroll
☐ Print the First Day Principals Report.	<ul> <li>□ SAT0700 - Student Attendance Summary (set First Day Principal Report to Y)</li> <li>□ SAT1400 - Schedule of Age/Grade Distributions (set First Day Principal's Report to Y)</li> </ul>
☐ Run reports for verification.	<ul><li>□ SAT0300 - Attendance Proof List</li><li>□ SAT0700 - Student Attendance Summary</li><li>□ SAT1400 - Schedule of Age/Grade Distributions</li></ul>
Grade Reporting	
☐ Print class rolls.	☐ SGR0900 - Class Rolls (Student Grade Information)
Registration	
☐ Identify No Show students.	☐ SRG2200 - Student No Show Report



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