First Day of School

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First Day of School 1

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 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.	❑ SAT0700 - Student Attendance Summary (set **First Day Principal Report** to Y) ❑ SAT1400 - Schedule of Age/Grade Distributions (set **First Day Principal's Report** to Y)
❑ Run reports for verification.	❑ SAT0300 - Attendance Proof List ❑ SAT0700 - Student Attendance Summary ❑ SAT1400 - Schedule of Age/Grade Distributions
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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