

First Day of School

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Student Year-at-a-Glance

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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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