First Day of School

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First Day of School

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

Task	Resource
Attendance	
❑ Activate students/First Day Counts.	TxEIS & txGradebook - Student Activation/First Day Attendance 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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