



# First Day of School



# Table of Contents

<b>Student Year-at-a-Glance</b> .....	1
<b>First Day of School</b> .....	1



# Student Year-at-a-Glance

## First Day of School

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

Task	Resource
<b>Attendance</b>	
<input type="checkbox"/> If using Activate Students/First Day Counts, begin activating students.	<a href="#">TxEIS &amp; txGradebook - Student Activation/First Day Attendance Counts</a>
<input type="checkbox"/> If not using Activate Students/First Day Counts:	
<input type="checkbox"/> Count present students.	<input type="checkbox"/> <a href="#">SAT0400 - Daily Attendance Summary</a> (balance against SAT1400)
<input type="checkbox"/> Enter leaver codes for No Shows.	<a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; W/R Enroll</a>
<input type="checkbox"/> Print the First Day Principals Report	<input type="checkbox"/> <a href="#">SAT0700 - Student Attendance Summary</a> (set <b>First Day Principal Report</b> to Y) <input type="checkbox"/> <a href="#">SAT1400 - Schedule of Age/Grade Distributions</a> (set <b>First Day Principal's Report</b> to Y)
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> <a href="#">SAT0300 - Attendance Proof List</a> <input type="checkbox"/> <a href="#">SAT0700 - Student Attendance Summary</a> <input type="checkbox"/> <a href="#">SAT1400 - Schedule of Age/Grade Distributions</a>
<b>Grade Reporting</b>	
<input type="checkbox"/> Print class rolls.	<input type="checkbox"/> <a href="#">SGR0900 - Class Rolls (Student Grade Information)</a>
<b>Registration</b>	
<input type="checkbox"/> Identify No Show students.	<input type="checkbox"/> <a href="#">SRG2200 - Student No Show Report</a>



## Back Cover