



First Day of School

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



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