



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	
<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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