



Weekly

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The following tasks must be done on a weekly basis.

Task	Resource
Attendance	
<input type="checkbox"/> Print attendance letters.	QuickGuide: TxEIS Attendance - Generate Attendance Letters
<input type="checkbox"/> Run entry/withdrawal report.	Attendance > Reports > Attendance Reports > Membership > SAT1700 - Entry/Withdrawal Summary
Registration	
<input type="checkbox"/> Submit Enrollment Event data to the TEA.	TxEIS Registration - Process Texas Unique Student IDs (UIDs)



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