



Weekly

Table of Contents

Weekly 1

Student Year-at-a-Glance

Weekly

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.	<input type="checkbox"/> SAT1700 - Entry/Withdrawal Summary
Registration	
<input type="checkbox"/> Submit Enrollment Event data to the TEA.	TxEIS Registration - Process Texas Unique Student IDs (UIDs)



Back Cover