

# Weekly

2025/12/05 11:59 i Weekly

2025/12/05 11:59 ii Weekly

## **Table of Contents**

| eekly 1 |
|---------|
|---------|

2025/12/05 11:59 iv Weekly

## **Student Year-at-a-Glance**

# Weekly

The following tasks must be done on a weekly basis.

| Task                                       | Resource   |  |
|--|--|--|
| Attendance                                 |  |  |
| ☐ Print attendance letters.                | QuickGuide: ASCENDER Attendance - Generate<br>Attendance Letters |  |
| ☐ Run entry/withdrawal report.             | ☐ SAT1700 - Entry/Withdrawal Summary                             |  |
| Registration                               |  |  |
| ☐ Submit Enrollment Event data to the TEA. | ASCENDER Registration - Process Texas Unique Student IDs (UIDs)  |  |

2025/12/05 11:59 1 Weekly



## **Back Cover**

2025/12/05 11:59 2 Weekly