

Weekly

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Student Year-at-a-Glance

Weekly

The following tasks must be done on a weekly basis.

Task	Resource		
Attendance			
☐ Print attendance letters.	ASCENDER Attendance - Generate 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)		

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