



# Weekly



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# Student Year-at-a-Glance

## Weekly

The following tasks must be done on a weekly basis.

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



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