End-of-Year

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Student Year-at-a-Glance

End-of-Year

The following tasks must be done at the end of the year.

❏ Complete the steps in the ASDR End-of-Year checklist, plus the following:

Attendance	
❏ Run the District Attendance and Contact Hours report.	❏ SAT0950 - District Attendance and Contact Hours
Grade Reporting	
❏ Run the final honor roll.	❏ SGR2001 - A/B Honor Roll
❏ Verify the AAR Special Consideration Code.	❏ SGR2047 - AAR Multi-Year (**SE** column on the report)
Registration	
❏ Indicate if district local programs will be moved to the next year records.	Registration > Maintenance > District Profile > Local Program Codes (**Move Program to Next Year** field)
Special Education	
❏ Identify and enter hours for the Extended School Year (ESY) special education students.	Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information (select **Extended School Year Services**, and enter **Extended School Year Services Hours** and **Extended School Year Services Speech Hours**)
Backups	
❏ Create backups.	For districts hosted at the TCC Data Center, this is done automatically. Otherwise, request that your technical support staff create the backups.

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