

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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