



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 [MTGR End of Year checklist](#), plus the following:

| | |
|--|---|
| Attendance | |
| <input type="checkbox"/> Run the District Attendance and Contact Hours report. | SAT0950 - District Attendance and Contact Hours |
| Grade Reporting | |
| <input type="checkbox"/> Run the final honor roll. | <input type="checkbox"/> SGR2001 - A/B Honor Roll |
| <input type="checkbox"/> Verify the AAR Special Consideration Code. | <input type="checkbox"/> SGR2047 - AAR Multi-Year (SE column on the report) |
| Registration | |
| <input type="checkbox"/> Indicate if district generic programs will be moved to the next year records. | Registration > Maintenance > District Profile > Generic Ent/Wd Program Codes (Move Program to Next Year field) |
| Special Education | |
| <input type="checkbox"/> 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 | |
| <input type="checkbox"/> 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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