



# 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:

|  |   |
|--|---|
| <b>Attendance</b>  |   |
| <input type="checkbox"/> Run the District Attendance and Contact Hours report.                                   | <a href="#">SAT0950 - District Attendance and Contact Hours</a>   |
| <b>Grade Reporting</b>   |   |
| <input type="checkbox"/> Run the final honor roll.   | <input type="checkbox"/> <a href="#">SGR2001 - A/B Honor Roll</a>   |
| <input type="checkbox"/> Verify the AAR Special Consideration Code.  | <input type="checkbox"/> <a href="#">SGR2047 - AAR Multi-Year</a> ( <b>SE</b> column on the report)   |
| <b>Registration</b>  |   |
| <input type="checkbox"/> Indicate if district generic programs will be moved to the next year records.           | <a href="#">Registration &gt; Maintenance &gt; District Profile &gt; Generic Ent/Wd Program Codes</a> ( <b>Move Program to Next Year</b> field)   |
| <b>Special Education</b>   |   |
| <input type="checkbox"/> Identify and enter hours for the Extended School Year (ESY) special education students. | <a href="#">Special Education &gt; Maintenance &gt; Student Sp Ed Data &gt; Current Year &gt; Program Information</a> (select <b>Extended School Year Services</b> , and enter <b>Extended School Year Services Hours</b> and <b>Extended School Year Services Speech Hours</b> ) |
| <b>Backups</b>   |   |
| <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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