



End-of-Year

Table of Contents

End-of-Year 1

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 | |
| <input type="checkbox"/> Run the District Attendance and Contact Hours report. | <input type="checkbox"/> 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 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 | |
| <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. |



Back Cover