

Student Year-at-a-Glance - 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.	GR2001 - 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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