



Overview

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Overview

This Student Year-at-a-Glance document is as a suggested timeline for TxEIS Student and State Reporting processes and tasks that occur throughout the school year.

| Task | Resource | Season |
|--|--|----------|
| SUMMER SCHOOL | | |
| Grade Reporting | | |
| If Move to Grade Reporting has occurred, and TxEIS is already set up for the next school year (e.g., 2019-2020), any courses taken during the summer must be entered for the prior school year (e.g., 2018-2019). Summer school courses are typically entered as prior year transfer courses. After summer school courses are completed, update the grades for those students. | | |
| <input type="checkbox"/> Enter summer school grades. | Grade Reporting > Maintenance > Student > Individual Maint > Prior Yr Transfer | Summer |
| <input type="checkbox"/> Recalculate averages. | Grade Reporting > Utilities > Historical Grd Avg and Class Ranking or Grade Reporting > Maintenance > Student > Individual Maint > Cumulative Courses See TxEIS Grade Reporting - Recalculate Historical Grade Averages | Summer |
| SCHEDULING | | |
| Grade Reporting | | |
| Create schedules for elementary students. | TxEIS Grade Reporting - Complete Scheduling for Elementary Campuses (After MTGR) | Spring |
| Scheduling | | |
| Complete scheduling for secondary campuses (or elementary campuses that create schedules before running MTGR). | TxEIS Scheduling Guide: Manual, Automated, or Combination | Spring |
| OFFICE OF CIVIL RIGHTS (OCR) BIENNIAL SUBMISSION | | |
| <input type="checkbox"/> Complete OCR Submission. | TxEIS OCR Submission | Biennial |



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