



ASCENDER GUIDES



Overview

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Student Year-at-a-Glance

Overview

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

Task	Resource	Season
SUMMER SCHOOL		
Grade Reporting		
If Annual Student Data Rollover has occurred, and ASCENDER is already set up for the next school year, any courses taken during the summer must be entered for the prior school year. 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 ASCENDER Grade Reporting - Recalculate Historical Grade Averages	Summer
SCHEDULING		
Grade Reporting		
Create schedules for elementary students.	ASCENDER Grade Reporting - Complete Scheduling for Elementary Campuses (After ASDR)	Summer
Scheduling		
Complete scheduling for secondary campuses (or elementary campuses that create schedules before running ASDR).	ASCENDER Scheduling Guide: Manual, Automated, or Combination	Spring
MOVE TO GRADE REPORTING		
<input type="checkbox"/> Complete Annual Student Data Rollover (ASDR).	End-of-Year & Annual Student Data Rollover (ASDR)	Summer
OFFICE OF CIVIL RIGHTS (OCR) BIENNIAL SUBMISSION		
<input type="checkbox"/> Complete OCR Submission.	ASCENDER OCR Submission	Biennial



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