



# **combo\_scheduling\_checklist**



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**Combination Scheduling - Quick Checklist**

**District:**

**Anticipated Scheduling Completion Date:**

**Team Members:**

✓ Step	Completion Date	Completed By	Notes
Review district and campus GPA and class rank policy to ensure course and GPA data are set up correctly.			
Complete the cycle/semester grade posting and report card process according to district and campus policies. This ensures all cycle, exam, semester grades have been verified.			

**Before You Begin**

Set campus options.			
Set up grade averaging tables. <ul style="list-style-type: none"> <li>• Course Type (GA)</li> <li>• Numeric Grade Averaging</li> <li>• Grade Point Grade Averaging</li> </ul>			
Set up courses in the district master schedule.			
Run reports to verify information: <ul style="list-style-type: none"> <li>• SGR0100</li> <li>• SGR0130</li> </ul>			
Enter any student exceptions. Run reports to verify: <ul style="list-style-type: none"> <li>• SGR2600</li> <li>• SGR2070</li> <li>• SGR2075</li> </ul>			

**Calculate Grade Average and Class Ranking for Current Year**

Run the current year Grade Averaging and Class Ranking utility, which is commonly run: <ul style="list-style-type: none"> <li>• At midterm for semester 1 (including seniors)</li> <li>• During the 2nd semester for early computation</li> <li>• At the end of the school year for semesters 1 and 2 (excluding seniors).</li> </ul>			
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**After Calculating Grade Average and Class Rank**

Verify student records: <ul style="list-style-type: none"> <li>• Grade Avg tab</li> <li>• SGR2060</li> <li>• SGR2070</li> <li>• SGR1925</li> </ul>			
Run the Cumulative Grd Avg and Class Ranking utility.			
Run utility reports.			
Hand calculate a small selection of students to check the accuracy of the values produced from ASCENDER.			

**Generate AARs As Needed**



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