

TxEIS Student Activation/First Day Counts - Quick Checklist

Step	✓	Completion Date	Completed By	Notes
Before You Begin				
Move to Grade Reporting (MTGR) has been run.				
Date of entry has been set to the first day of school for all students.				
All campuses have schedules, including elementary campuses.				
<p>In Security Admin, access has been granted to individuals authorized to run the following.</p> <ul style="list-style-type: none"> • Grade Reporting > Maintenance > Gradebook Options > Campus > First Day Counts Ctrl • Registration > Utilities > Activate Students • Registration > Utilities > Create No Show Records 				
Enter Campus Settings & Inactivate Students				
District: Inactivate all students at the campuses.				
Activate Students (Day 1)				
Teachers: Activate students via txGradebook.				
Campus staff: Activate any remaining students using the Registration utility.				
Campus staff: Reconcile students per normal campus/district procedures.				
Continue the Process (Day 2 thru Final Date)				
Teachers: Continue activating students as they show up.				
Teachers: Record attendance as normal for all activated students.				

Campus staff: Correct students who were activated by mistake.				
Campus staff: Correct students who were marked as No Show by mistake.				
District: Create No Show Records on or shortly after the Final Date.				
Campus staff: Run SRG2200 report to identify inactive and No Show students.				
Campus staff: Run SRG2500 report to identify students who had a No Show record on the first day of school.				