



ASCENDER GUIDES



Verify

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To report **Career and Technical Education (CTE)**, **Dual Credits**, **College Preparatory English Language Arts**, and **College Preparatory Mathematics** courses taken during the summer, enter them on *Prior Yr Transfer* and use the applicable **Extended Year submission year** in the School Ending Year field.

Note: These reports affect CCMR and Funding.

Verify

Create the following report **in the applicable school year's data** to verify Summer Course Completion Data.

NOTE: This is the same report created to verify the **Section** entity data in the **V. Teaching and Learning** section of the guide.

The screenshot shows a web-based report creation interface. At the top are buttons for 'Save', 'Create Report', and 'Delete'. Below is a 'Report Template' section with a 'Public' checkbox and a dropdown menu, followed by 'Retrieve' and 'Directory' buttons. The 'Report Title' section has a text input field. To the right are 'Campus Options' (radio buttons for 'Campus 001' and 'All Campuses', with 'All Campuses' selected) and 'Semester Options' (radio buttons for 'All semesters', 'Sem 1', 'Sem 2', 'Sem 3', and 'Sem 4', with 'All semesters' selected). Below these is a 'Demo 1' section with a checkbox and a grid of fields to include in the report. The fields are: Sch Yr (checked), Track, Middle Name, TX Unique Stu ID, Campus ID, Orig Entry, Gen, Sex, Student ID (checked), Withdrawal Dt, Nickname, DOB, Grade, Last Name (checked), SSN, Hispanic/Latino, Entry Dt, First Name (checked), Masked SSN, and Aggregate Race/Ethnicity. Below the grid is a 'Race' section with radio buttons for 'White', 'Black/African American', 'Asian', 'American Indian/Alaskan Native', and 'Hawaiian/Pacific Isl.'. At the bottom are checkboxes for 'Elig Code', 'Eco Disadvan', 'Rep Excl', 'Active Cd', and 'Control Num'.

☐ Under **Demo 1** select any fields you'd like included on the report. It is recommended to include:

- Sch Yr
- Campus ID
- Student ID
- Last Name
- First Name

☐ Rank

☒ **Prior Year/Transfer Courses**

☒ School Yr	☒ Campus	☒ District ID	☒ Title	☒ Loc Crs
☒ Service ID	☒ Service ID Type	☒ Service ID Descr	☒ Crs Credit	☒ Verify Grd Avg
☒ AAR Use	☒ Grade Avg	☒ CRS Special Consider	☒ Sem 1 Grade	☒ Sem 2 Grade
☒ Sem 3 Grade	☒ Sem 4 Grade	☒ Excused Sem1	☒ Excused Sem2	☒ Excused Sem3
☒ Excused Sem4	☒ Grd Lvl	☒ Crs Seq	☒ GA Wgt	☒ GA Tbl
☒ GP Use 1	☒ GP Use 2	☒ GP Use 3	☒ GP Use 4	
☒ Credit Hrs	☒ Pass/Fail	☒ Loc Sec	☒ Entry Date	☒ End Date

☐ District Course Offered CYR

☐ Title ☐ Core Crs ☐ Service ID ☐ Service ID Descr ☐ Textbook ISBN

Under **Prior Year/Transfer Courses** select any fields you'd like included on the report. It is recommended to include all fields.

☐ Click **Create Report**.

Once the report opens, use the **Sort/Filter** functionality to display only courses taken during the summer and verify which students should be reported. This report can also be used to confirm that all course completion reporting requirements have been met.

Course Completion Reporting Requirements

For Course Completions to be reported in the **Extended Year Submission**, the student must be enrolled using **Prior Year Transfer** records tied to a valid course-section. The course and section must exist in the Campus Master Schedule for the submission year, the entry and end dates must be populated, and all students in the same course-section must share the same entry date. Only eligible course-sections for **Career and Technical Education (CTE)**, **Dual Credits**, **College Preparatory English Language Arts**, and **College Preparatory Mathematics** will be reported.

Update

Use the following screens **in the applicable school year's data** to add and update this data.

Grade Reporting > Maintenance > Student > Individual Maint > Prior Yr Transfer

[illegible]



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