



Verify

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Only Sections for summer courses in **Career and Technical Education (CTE)**, **Dual Credit**, **College Preparatory English Language Arts**, and **College Preparatory Mathematics** should be reported. **(REWORD THIS)**

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

Grade Reporting > Reports > Create Grade Reporting Report

☐ Under Demo 1 select the fields to include in the report. The following fields are recommended:

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

☐ Under **Prior Year/Transfer Courses** select the fields to include in the report. It is recommended

that you include all fields.

☐ Click **Create Report**.

- Once the report opens users can:

Sort/Filter

☐ Sort Criteria

☒ Filter Criteria

Add Criterion Delete Selected

☐	Column	Operator	Value	Logical
☐	School Yr	=	2026	AND
☐	CRS Special Consider	=	R	OR
☐	CRS Special Consider	=	DR	OR
☐	CRS Special Consider	=	RD	

OK Cancel

- ☐ Select **Sort/Filter**
- ☐ Select **Filter Criteria**
- ☐ Click **Add Criterion**
 - From the **Column** dropdown select **School Yr**. **NOTE:** Be sure to select **School Yr** and not **Sch Yr**.
 - From the **Operator** dropdown select “=”
 - In the **Value** field enter the year of the submission.
- ☐ Click **Add Criterion**
 - From the **Column** dropdown select “**CRS Special Consider**”
 - From the **Operator** dropdown select “=”
 - In the **Value** field enter “**R**”
- ☐ Click **Add Criterion**
 - From the Logical dropdown on the previous row select “**OR**”
 - From the **Column** dropdown select “**CRS Special Consider**”
 - From the **Operator** dropdown select “=”
 - In the **Value** field enter “**DR**”.
 - Add another criterion using the same settings and enter “**RD**” in the **Value** field.
- ☐ Click **OK**

Users can use this list to verify course sections taken during the summer and identify which sections should be reported.

Update

Use the following screen **in the applicable school year's data** to add or update this entity.

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

Save

Student Information

School Year: 2026-2027

Campus 001: 001 School

Change



STUDENT:

TEXAS UNIQUE STU ID:

Retrieve

Directory

Comments

Documents

Enter

Next

Grad Plan: PD - FOUNDATION

DEMO CRIS ASSIGN GRD UPDATE GRDGRS MAINT COURSE CODES SCHED INQUIRY GRADE AVG CRIS/SEC CHANGE CTE ASSIGNMENTS **PRIOR YR TRANSFER** CUMULATIVE COURSES EDC EXCEPTION

Active Student
[Recalculate GPA & Credit](#)

School Ending Year	District ID	Campus ID	Grd Lvl	Crst Lvl	Num Nbr Crs	Num Total Points	Num Avg	Grd Pt Nbr Crs	Grd Pt Total Points	Grd Pt Avg	4 Point Nbr Crs	4 Point Total Points	4 Point Avg	Credits	Rank Eps	Number of Students	Rank	Type	Ready To Recalc
																			☐

Add

Title	Sender ID	Stu ID Desc	Stu ID Title	Sem 1	EDC Sem 1	Ewr Abs 1	GP Use 1	Sem 2	EDC Sem 2	Ewr Abs 2	GP Use 2	Sem 3	EDC Sem 3	Ewr Abs 3	GP Use 3	Sem 4	EDC Sem 4	Ewr Abs 4	GP Use 4	Grd Ave	Credits	Credit Hrs	Pass/Fail	EDC Final	EDC Score	Los Co	Los Sec	Crs Sem	ARR Use	Sess Crs	GA WY	GA TH	Entry Date	End Date			

No Rows

Add



Back Cover