



ASCENDER GUIDES



Verify

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Verify

Only the **Career and Technical Education (CTE)**, **Dual Credit**, **College Preparatory English Language Arts**, and **College Preparatory Mathematics** summer course sections will be reported.

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

Grade Reporting > Reports > Create Grade Reporting Report

Save Create Report Delete

Report Template
☐ Public Retrieve Directory

Report Title

Campus Options
☐ Campus 001
☒ All Campuses

Semester Options
☒ All semesters
☐ Sem 1 ☐ Sem 2
☐ Sem 3 ☐ Sem 4

☐ Demo 1

☒ Sch Yr	☒ Campus ID	☒ Student ID	☐ Grade	☐ Entry Dt
☐ Track	☐ Orig Entry	☐ Withdrawal Dt	☒ Last Name	☒ First Name
☐ Middle Name	☐ Gen	☐ Nickname	☐ SSN	☐ Masked SSN
☐ TX Unique Stu ID	☐ Sex	☐ DOB	☐ Hispanic/Latino	☐ Aggregate Race/Ethnicity

☐ Race
☐ White ☐ Black/African American ☐ Asian ☐ American Indian/Alaskan Native ☐ Hawaiian/Pacific Isl

☐ Elig Code ☐ Eco Disadvan ☐ Rep Excl ☐ Active Cd ☐ Control Num

☐ 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

☐ 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	☒ GP Use 5
☒ 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 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	OR

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	EW Abs 1	GP Use 1	Sem 2	EDC Sem 2	EW Abs 2	GP Use 2	Sem 3	EDC Sem 3	EW Abs 3	GP Use 3	Sem 4	EDC Sem 4	EW Abs 4	GP Use 4	Grd Ave	Credits	Credit Hrs	Pass/Fail	EDC Final	EDC Score	Los Co	Los Sec	Crs Sem	ANR Use	Sess Crs	GA WY	GA TH	Entry Date	End Date			

No Rows

Add



Back Cover