



## ASCENDER GUIDES



# Overview



# Table of Contents

<b>Overview</b> .....	1
<b>Before the School Year Begins</b> .....	2
<b>First Day of School</b> .....	5
<b>Daily</b> .....	6
<b>Weekly</b> .....	8
<b>Cycle Midpoint</b> .....	9
<b>End of Cycle</b> .....	10
<b>End of Semester</b> .....	15
<b>End of Final Semester</b> .....	18
<b>End-of-Year</b> .....	21
<b>PEIMS/State Reporting</b> .....	22
<b>Core Collections</b> .....	23



# Student Year-at-a-Glance

## Overview

This Student Year-at-a-Glance document is as a suggested timeline for ASCENDER Student and State Reporting processes and tasks that occur throughout the school year.

Task	Resource	Season
<b>SUMMER SCHOOL</b>		
<b>Grade Reporting</b>		
If Annual Student Data Rollover has occurred, and ASCENDER is already set up for the next school year, any courses taken during the summer must be entered for the prior school year. Summer school courses are typically entered as prior year transfer courses. After summer school courses are completed, update the grades for those students.		
<input type="checkbox"/> Enter summer school grades.	<a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Prior Yr Transfer</a>	Summer
<input type="checkbox"/> Recalculate averages.	<a href="#">Grade Reporting &gt; Utilities &gt; Historical Grd Avg and Class Ranking</a> or <a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Cumulative Courses</a>  <a href="#">See ASCENDER Grade Reporting - Recalculate Historical Grade Averages</a>	Summer
<b>SCHEDULING</b>		
<b>Grade Reporting</b>		
Create schedules for elementary students.	<a href="#">ASCENDER Grade Reporting - Complete Scheduling for Elementary Campuses (After ASDR)</a>	Summer
<b>Scheduling</b>		
Complete scheduling for secondary campuses (or elementary campuses that create schedules before running ASDR).	<a href="#">ASCENDER Scheduling Guide: Manual, Automated, or Combination</a>	Spring
<b>ANNUAL STUDENT DATA ROLLOVER (ASDR)</b>		
<input type="checkbox"/> Complete Annual Student Data Rollover (ASDR).	<a href="#">End-of-Year &amp; Annual Student Data Rollover (ASDR)</a>	Summer
<b>OFFICE OF CIVIL RIGHTS (OCR) BIENNIAL SUBMISSION</b>		
<input type="checkbox"/> Complete OCR Submission.	<a href="#">ASCENDER OCR Submission</a>	Biennial

# Student Year-at-a-Glance

## Before the School Year Begins

The following tasks must be done before the first day of school.

Task	Resource
<b>ASCENDER Security Admin</b>	
<input type="checkbox"/> Review users and roles. <b>NOTE:</b> Use <a href="#">AskTED</a> to search by school (set <b>Information Type</b> to Personnel). Changes must be made by the district's AskTED administrator.	<input type="checkbox"/> Security Administration > Reports > List of Users by Permission <input type="checkbox"/> Security Administration > Reports > List of Tasks Associated With Roles <input type="checkbox"/> Security Administration > Reports > List of Security Users and Roles
<input type="checkbox"/> Delete accounts for users who retired or are not returning.	Security Administration > Manage Users > Create/Edit User
<input type="checkbox"/> Add accounts for new staff.	Security Administration > Manage Users > Create/Edit User
<b>ASCENDER ParentPortal Admin</b>	
<input type="checkbox"/> Set up online student enrollment and registration.	<a href="#">ASCENDER ParentPortal Admin: Enrollment &amp; Registration</a>
<b>Attendance</b>	
<input type="checkbox"/> Update attendance posting codes.	<a href="#">Attendance &gt; Maintenance &gt; District &gt; Posting Codes</a>
<input type="checkbox"/> Update campus attendance options for each campus.	<a href="#">Attendance &gt; Maintenance &gt; Campus &gt; Campus Options</a>
<input type="checkbox"/> Verify the attendance calendar and total yearly minutes for each track at the campus.	<a href="#">Attendance &gt; Maintenance &gt; Campus &gt; Campus Calendar</a>
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> <a href="#">SAT1000 - Campus Recap Report</a> <input type="checkbox"/> <a href="#">SAT1100 - District Recap Report</a> <input type="checkbox"/> <a href="#">SRG0100 - Campus Information</a> (see calendar on final pages)
<input type="checkbox"/> Create all attendance letters that will be needed for the school year.	<a href="#">QuickGuide - ASCENDER Attendance - Generate Attendance Letters</a>
<input type="checkbox"/> If using Student Activation/First Day Counts, inactivate all students at the campus.	<a href="#">ASCENDER &amp; TeacherPortal - Student Activation/First Day Attendance Counts</a> (See <i>Enter Campus Settings &amp; Inactivate Students</i> )
<b>Grade Reporting</b>	
<input type="checkbox"/> Update district master schedule.	<a href="#">Grade Reporting &gt; Maintenance &gt; Master Schedule &gt; District Schedule</a>
<input type="checkbox"/> Update campus master schedule.	<a href="#">Grade Reporting &gt; Maintenance &gt; Master Schedule &gt; Campus Schedule &gt; Section</a>
<input type="checkbox"/> Update campus control options.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options</a>

Task	Resource
<input type="checkbox"/> Verify that all track end dates are correct.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Parameters</a>
<input type="checkbox"/> (Secondary campuses) Verify the GPA setup.	<a href="#">ASCENDER Grade Reporting - Run Grade Averaging &amp; Class Ranking and Print AARs (See <i>Before You Begin</i>)</a>
<input type="checkbox"/> (Elementary campuses) Set up numeric grade conversions for alpha grades in core and non-core courses.	Core: <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Elementary &gt; Core Grd Cvsn</a> Non-core: <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Elementary &gt; Noncore Grd Cvsn</a>
<input type="checkbox"/> Select the type of grade that should appear on the report card for each course.	<a href="#">Grade Reporting &gt; Maintenance &gt; Master Schedule &gt; Campus Schedule &gt; Course (<b>Rpt Card Grd Type</b> field)</a>
<input type="checkbox"/> (Secondary campuses) Run CTE reports for verification.	<input type="checkbox"/> <a href="#">SGR0110 - Master Schedule PEIMS (Grd Rptng) (filter for CTE hours)</a> <input type="checkbox"/> <a href="#">SGR1600 - Career and Technology Code Verification</a> <input type="checkbox"/> <a href="#">SGR1650 - Career and Technology Audit</a>
<input type="checkbox"/> Enter schedules for newly enrolled students.	<a href="#">Grade Reporting &gt; Maintenance &gt; Walk-in Scheduler &gt; Scheduler</a>
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> <a href="#">SGR1930 - Student Schedules (Plain Paper)</a> <input type="checkbox"/> <a href="#">SGR2055 - Student Schedules</a>
<b>Graduation Plan</b>	
<input type="checkbox"/> Create/update district-level graduation plans.	<a href="#">ASCENDER Graduation Plan (See Create Graduation Plans)</a>
<b>Registration</b>	
<input type="checkbox"/> Enroll new students.	<a href="#">Registration &gt; Maintenance &gt; Student Enrollment</a>
<input type="checkbox"/> Input Immunizations provided during Registration enrollment of new students (Immunization due dates are set by Department of Health).	xxx . xxx .
<input type="checkbox"/> Set ParentPortal IDs for new students.	<a href="#">Registration &gt; Utilities &gt; Set Parent Portal IDs</a>
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> <a href="#">SRG0100 - Campus Information</a> <input type="checkbox"/> <a href="#">SRG0600 - Student Special Program Listing</a> <input type="checkbox"/> <a href="#">SRG0800 - Registration Forms</a> <input type="checkbox"/> <a href="#">SRG1200 - Student Status Changes by Program</a> <input type="checkbox"/> <a href="#">SRG1300 - Student Bus Information</a> <input type="checkbox"/> <a href="#">SRG1500 - Student At Risk Listing</a> <input type="checkbox"/> <a href="#">SRG1800 - Enrollment by District of Residence</a> <input type="checkbox"/> <a href="#">SRG1900 - Local Program Enrollment Count</a> <input type="checkbox"/> <a href="#">SRG2000 - Student Contact Information</a>
<b>ParentPortal Settings in ASCENDER</b>	
<input type="checkbox"/> Update ParentPortal district options.	<a href="#">Registration &gt; Maintenance &gt; Parent Portal &gt; District</a>
<input type="checkbox"/> Update ParentPortal campus options.	<a href="#">Registration &gt; Maintenance &gt; Parent Portal &gt; Campus</a>
<b>TeacherPortal Settings in ASCENDER</b>	
<input type="checkbox"/> Update TeacherPortal district options.	<a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; District &gt; Options</a>

Task	Resource
<input type="checkbox"/> Update TeacherPortal campus options.	<a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; Campus &gt; Options</a>
<input type="checkbox"/> Update hint questions.	<a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; District &gt; Hint Questions</a>
<input type="checkbox"/> Update TeacherPortal categories and weights.	<a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; Campus &gt; Categories</a>
<input type="checkbox"/> Remove previous year admin users.	<a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; Campus &gt; Administrative Users</a>
<input type="checkbox"/> Create new TeacherPortal admin accounts.	<p>District: <a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; District &gt; Administrative Users</a></p> <p>Campus: <a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; Campus &gt; Administrative Users</a></p> <p>Discipline Approvers: <a href="#">Registration &gt; Maintenance &gt; Campus Profile &gt; Campus Information Maintenance &gt; Principal/Counselor</a></p>
<input type="checkbox"/> Enable TeacherPortal at all campuses.	<a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; District &gt; Options</a> (set <b>TeacherPortal Use Flag</b> to Enabled)
<b>TeacherPortal</b>	
<input type="checkbox"/> Teachers must create a new TeacherPortal account.	
<b>NOTE:</b> Teachers must know their Staff ID to create an account ( <a href="#">Grade Reporting &gt; Maintenance &gt; Master Schedule &gt; Campus &gt; Instructor</a> (to obtain Staff ID)).	
<input type="checkbox"/> Teachers must set up TeacherPortal courses, assignments, etc.	

# Student Year-at-a-Glance

## First Day of School

The following tasks must be completed on the first day of school.

Task	Resource
<b>Attendance</b>	
<input type="checkbox"/> If using Activate Students/First Day Counts, begin activating students.	<a href="#">ASCENDER &amp; TeacherPortal - Student Activation/First Day Attendance Counts</a>
<input type="checkbox"/> If not using Activate Students/First Day Counts:	
<input type="checkbox"/> Count present students.	<input type="checkbox"/> <a href="#">SAT0400 - Daily Attendance Summary</a> (balance against <a href="#">SAT1400</a> )
<input type="checkbox"/> Enter leaver codes for No Shows.	<a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; W/R Enroll</a>
<input type="checkbox"/> Print the First Day Principals Report.	<input type="checkbox"/> <a href="#">SAT0700 - Student Attendance Summary</a> (set <b>First Day Principal Report</b> to Y) <input type="checkbox"/> <a href="#">SAT1400 - Schedule of Age/Grade Distributions</a> (set <b>First Day Principal's Report</b> to Y)
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> <a href="#">SAT0300 - Attendance Proof List</a> <input type="checkbox"/> <a href="#">SAT0700 - Student Attendance Summary</a> <input type="checkbox"/> <a href="#">SAT1400 - Schedule of Age/Grade Distributions</a>
<b>Grade Reporting</b>	
<input type="checkbox"/> Print class rolls.	<input type="checkbox"/> <a href="#">SGR0900 - Class Rolls (Student Grade Information)</a>
<b>Registration</b>	
<input type="checkbox"/> Identify No Show students.	<input type="checkbox"/> <a href="#">SRG2200 - Student No Show Report</a>

# Student Year-at-a-Glance

## Daily

The following tasks must be done on a daily basis.

Task	Resource
<b>Attendance</b>	
<input type="checkbox"/> Enter attendance.	<a href="#">ASCENDER Attendance - Student Posting</a> Or, instructor posts attendance in TeacherPortal.
<input type="checkbox"/> Monitor that instructors are taking attendance.	<a href="#">Attendance &gt; Maintenance &gt; Gradebook Options &gt; Unposted Absences</a>
<input type="checkbox"/> Print reports for substitute teachers or manual entry.	<input type="checkbox"/> <a href="#">SAT0202 - Attendance Tear Strips (#6185)</a> <input type="checkbox"/> <a href="#">SAT1365 - Class Attendance Roster</a> <input type="checkbox"/> <a href="#">SAT3500 - Daily Class Attendance Roster</a>
<input type="checkbox"/> Balance attendance.	<input type="checkbox"/> <a href="#">SAT0400 - Daily Attendance Summary</a> <input type="checkbox"/> <a href="#">SAT0500 - Campus Attendance Summary</a> <input type="checkbox"/> <a href="#">SAT2200 - Membership Summary</a>
<input type="checkbox"/> Run daily reports.	<input type="checkbox"/> <a href="#">SAT0400 - Daily Attendance Summary</a> <input type="checkbox"/> <a href="#">SAT0500 - Campus Attendance Summary</a>
<input type="checkbox"/> Run additional reports as needed.	<input type="checkbox"/> <a href="#">SAT0000 - Absence Transaction List</a> <input type="checkbox"/> <a href="#">SAT1200 - Excessive Absence Report</a> <input type="checkbox"/> <a href="#">SAT1500 - Daily Attendance Report I</a>
<b>Discipline</b>	
<input type="checkbox"/> Enter discipline incident records, and print incident letters for parents.	<a href="#">QuickGuide: Enter and Maintain Discipline Incident Records</a>
<input type="checkbox"/> Review referrals from TeacherPortal and take action (designated discipline approvers only).	<a href="#">Discipline &gt; Maintenance &gt; Referrals</a>
<input type="checkbox"/> Run report for verification.	<input type="checkbox"/> <a href="#">SDS0100 - Discipline - Detailed Incident Report</a>
<b>Grade Reporting</b>	
<input type="checkbox"/> Change student schedules.	<a href="#">ASCENDER Grade Reporting - Change a Student's Schedule</a>
<input type="checkbox"/> Enter schedules for new students.	<a href="#">Grade Reporting &gt; Maintenance &gt; Walk-in Scheduler &gt; Scheduler</a>
<b>Registration</b>	
<input type="checkbox"/> Enroll and withdraw students.	<a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; W/R Enroll</a>

Task	Resource
<input type="checkbox"/> Edit student program codes as needed.	<a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; At Risk</a> <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; SpecEd</a> <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; G/T</a> <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Bil/ESL</a> <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Title I</a> <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; PRS</a> <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Local Programs</a>
<input type="checkbox"/> Export TREx data.	<a href="#">Registration &gt; Utilities &gt; TREx Export</a>
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> <a href="#">SRG0900 - Withdrawal Transfer Form</a> <input type="checkbox"/> <a href="#">SRG1200 - Student Status Changes by Program</a>
<input type="checkbox"/> Approve student registration and data changes, and monitor forms.	<a href="#">ParentPortal Campus Admin: Review &amp; Accept Data Changes</a>

# Student Year-at-a-Glance

## Weekly

The following tasks must be done on a weekly basis.

Task	Resource
<b>Attendance</b>	
<input type="checkbox"/> Print attendance letters.	<a href="#">ASCENDER Attendance - Generate Attendance Letters</a>
<input type="checkbox"/> Run entry/withdrawal report.	<input type="checkbox"/> <a href="#">SAT1700 - Entry/Withdrawal Summary</a>
<b>Registration</b>	
<input type="checkbox"/> Submit Enrollment Event data to the TEA.	<a href="#">QuickGuide: Process Texas Unique Student IDs (UIDs)</a>

# Student Year-at-a-Glance

## Cycle Midpoint

The following tasks must be done halfway through each grade reporting cycle (e.g., IPRs).

**IMPORTANT:** For additional information, reference the TeacherPortal mid-cycle reminders from the TeacherPortal guide <https://help.ascendertx.com/teacherportal/doku.php/academy/mid-cycle>.

Task	Resource
<b>Grade Reporting</b>	
<input type="checkbox"/> Compute attendance data for grade-course records and post absences. Run before printing IPRs.	<input type="checkbox"/> <a href="#">SGR1800 - Compute Attendance in Course Records</a>
<input type="checkbox"/> Update comments for IPRs.	<b>NOTE:</b> IPRs use report card messages. Secondary campuses: <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Rpt Card Messages</a>  Elementary campuses: <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Rpt Card Msg Elementary</a>  Instructors can enter comment codes in TeacherPortal.
<input type="checkbox"/> Print and distribute IPRs.	<input type="checkbox"/> <a href="#">SGR1160 - Interim Progress Report</a> Or, teachers can print IPRs from TeacherPortal.

# Student Year-at-a-Glance

## End of Cycle/Semester

### End of Cycle

The following tasks must be done at the end of each grade reporting cycle (both six-week and nine-week cycles).

Task	Resource
<b>Attendance</b>  <input type="checkbox"/> Run reports to verify that attendance is balanced for the cycle.	<input type="checkbox"/> <a href="#">SAT0600 - Student Detail Report</a> <input type="checkbox"/> <a href="#">SAT1370 - Class Attendance Verification</a>  Elementary campuses: <input type="checkbox"/> <a href="#">SAT0670 - Teacher Membership Roster By Control Num</a>  Secondary campuses: <input type="checkbox"/> <a href="#">SAT0400 - Daily Attendance Summary</a> <input type="checkbox"/> <a href="#">SAT0671 - Teacher Membership Roster By Period</a> <input type="checkbox"/> <a href="#">SAT0700 - Student Attendance Summary</a> <input type="checkbox"/> <a href="#">SAT0900 - Campus/District Summary Report</a> <input type="checkbox"/> <a href="#">SAT1000 - Campus Recap Report</a> <input type="checkbox"/> <a href="#">SAT1500 - Daily Attendance Report I</a> <input type="checkbox"/> <a href="#">SAT1600 - Daily Attendance Report II</a> <input type="checkbox"/> <a href="#">SAT1700 - Entry/Withdrawal Summary</a>  CTE: <input type="checkbox"/> <a href="#">SAT0600 - Student Detail Report</a> (set <b>Print CTE Only</b> to Y)

Task	Resource
<p><input type="checkbox"/> Verify that all required attendance audit reports have been generated from ASCENDER and stored for your records, as well as other reports required for the district. <b>Review the TEA Student Attendance Accounting Handbook (SAAH), Section 2.3 for specific rules.</b></p> <p><b>NOTE:</b> Campuses are required to complete a Reconciliation of Teacher's Roster Information and Attendance Accounting Record (1st and 4th six weeks). See section 2.3.4 of the SAAH for guidance.</p>	<p><b>IMPORTANT:</b> The following attendance reports <i>must</i> be generated throughout the year and retained for auditing purposes. They can be saved as a PDF. <b>These reports are not available in Historical.</b></p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Audit &gt; SAT0600 - Student Detail Report</a> Verify that individual student membership information is correct, and that the totals on the summary page match the totals on the SAT0900 Principal/Superintendent semester report.</p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Audit &gt; SAT0900 - Campus/District Summary Report</a> Verify eligible attendance days present/absent and special programs contact hours, by campus and by district. Verify that the report is balanced against the SAT0600 - Student Detail Report report.</p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Audit &gt; SAT0900C - Campus/District Summary Report (COVID)</a> Verify eligible attendance days present/absent and special programs contact hours, by campus and by district. For the 2020-2021 school year, school districts should also run SAT900C if they participated in remote instruction.</p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Audit &gt; SAT0920 - Campus/District Multi-Track Summary Report</a> This report is the same as SAT0900, except it provides information for multiple tracks.</p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Audit &gt; SAT0670 - Teacher Membership Roster by Control Num</a> or <a href="#">Attendance Reports &gt; Audit &gt; SAT0671 - Teacher Membership Roster by Period</a> Verify that first and fourth six weeks campus membership is balanced against district enrollment totals on SAT1000.</p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Students &gt; SAT0400 - Daily Attendance Summary</a> Verify that daily attendance summaries have been balanced daily.</p> <p><input type="checkbox"/> <a href="#">Attendance &gt; Reports &gt; Attendance Reports &gt; Rosters &gt; SAT1370 - Class Attendance Verification</a> Print current year class attendance by instructor name or control number. Use for attendance verification for all attendance or grade reporting cycles.</p>
<p><input type="checkbox"/> Run additional reports as needed.</p>	<p><input type="checkbox"/> <a href="#">SAT0300 - Attendance Proof List</a>  <input type="checkbox"/> <a href="#">SAT1900 - Perfect Attendance Report</a>  <input type="checkbox"/> <a href="#">SAT2100 - Six Weeks FTE Report</a>  <input type="checkbox"/> <a href="#">SAT2300 - Average Daily Attendance</a>  <input type="checkbox"/> <a href="#">SAT2500 - Truancy Report</a></p>
<b>Discipline</b>	

Task	Resource
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> SDS0700 - TEA DFSCA Evaluation Report <input type="checkbox"/> SDS0800 - Offense Summary Report <input type="checkbox"/> SDS0900 - Action Summary Report <input type="checkbox"/> SDS1300 - Discipline Audit Report (PEIMS Edits) <input type="checkbox"/> SDS1400 - Offenses 'Reported By' Summary Report <input type="checkbox"/> SDS1700 - Discipline Suspension Attendance Verification
<b>Grade Reporting</b> <input type="checkbox"/> Update the report card comments.  <b>NOTE:</b> Once comments have been used on a report card run, they should not change until the following year. You can add additional codes if space allows.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Rpt Card Comments</a>
<input type="checkbox"/> Update report card messages.	Secondary campuses: <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Rpt Card Messages</a>  Elementary campuses: <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Rpt Card Msg Elementary</a>
<input type="checkbox"/> (Elementary campuses) Verify elementary tables.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Elementary &gt; Elem Grade</a>
<input type="checkbox"/> Identify all missing and incomplete grades.  <b>NOTE:</b> The report can be distributed to instructors as a reminder to enter grades for accurate grade average calculations.	<input type="checkbox"/> SGR1000 - Blank, Failing and Incomplete Grades  Be sure <b>Check Student Entry/WD Dates for Blank Grades</b> is N. Example: A student enrolls at the campus and in a course-section during cycle 2. If this parameter is set to Y, the semester grade will not be calculated because cycle 1 grades are blank. If the parameter is N, cycle 1 grades are skipped and the semester grade is calculated.
<input type="checkbox"/> Verify that campus control option parameters are set correctly.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Parameters</a> <input type="checkbox"/> Current Semester <input type="checkbox"/> Current Cycle <input type="checkbox"/> Track End Dates
<input type="checkbox"/> Verify that the campus posting options are set correctly.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Posting</a> <input type="checkbox"/> Allow Cycle Grade <input type="checkbox"/> Auto Citizenship <input type="checkbox"/> Citizenship Grade
<input type="checkbox"/> Update the TeacherPortal district-wide message.	<a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; District &gt; Options</a>
<input type="checkbox"/> Update the TeacherPortal campus-wide message.	<a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; Campus &gt; Options</a>
<input type="checkbox"/> Update campus-wide TeacherPortal options.	<a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; Campus &gt; Options</a>
<input type="checkbox"/> (Mainly elementary campuses) Verify course auto-grade options.	<a href="#">Grade Reporting &gt; Maintenance &gt; Master Schedule &gt; District Schedule (Auto Grd field)</a>
<input type="checkbox"/> Enable grade posting in TeacherPortal.  <b>NOTE:</b> Notify instructors that they can enter comments and override grades as needed, and mark course-sections as 'Ready to Post.' Most campuses allow 3-5 days for posting.	<a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; Campus &gt; Options (set Open for Grade Posting to Open)</a>
<b>IMPORTANT:</b> For additional information, reference the TeacherPortal End-of-Cycle reminders from the TeacherPortal guide <a href="https://help.ascendertx.com/teacherportal/doku.php/academy/eoc">https://help.ascendertx.com/teacherportal/doku.php/academy/eoc</a>	
<input type="checkbox"/> Verify that all instructors are ready to post grades for the semester-cycle.	<a href="#">Grade Reporting &gt; Maintenance &gt; Teacher Posting Status</a>

Task	Resource
<input type="checkbox"/> Post grades from TeacherPortal.	<a href="#">Grade Reporting &gt; Utilities &gt; Grade Posting From ASCENDER TeacherPortal</a>
<input type="checkbox"/> Disable posting in TeacherPortal.	<a href="#">Grade Reporting &gt; Maintenance &gt; TeacherPortal Options &gt; Campus &gt; Options (set <b>Open for Grade Posting</b> to Close)</a>
<input type="checkbox"/> Compute attendance in the student's grade-course record so that it prints on report cards and teacher class rolls.	<input type="checkbox"/> <a href="#">SGR1800 - Compute Attendance in Course Records</a>
<input type="checkbox"/> (Elementary campuses) Compute cumulative year-to-date averages (if the campus does not use semester averages).	<a href="#">Grade Reporting &gt; Utilities &gt; Grade Computation Elementary</a>
<input type="checkbox"/> (Optional) Print class rolls. Distribute to instructors as proof sheets for grade verification.	<input type="checkbox"/> <a href="#">SGR0900 - Class Rolls (Student Grade Information)</a>
<input type="checkbox"/> Post corrected grades.	By individual: <a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Grd Update</a>  By group: <a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Group Maint &gt; Post Grades</a>
<input type="checkbox"/> Update campus control print options before printing report cards.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Print Options</a>
<input type="checkbox"/> (Mainly secondary campuses) Assign control numbers to students by period, if you will be printing report cards by control number.	<a href="#">Grade Reporting &gt; Utilities &gt; Assign Control Numbers &gt; Cntrl by Period</a>
<input type="checkbox"/> Print report cards.	Secondary two-semester campuses: <input type="checkbox"/> <a href="#">SGR1300 - Secondary Report Cards (2 Semesters)</a>  Secondary four-semester campuses: <input type="checkbox"/> <a href="#">SGR1350 - Secondary Report Cards (4 Semesters)</a>  Elementary campuses: <input type="checkbox"/> <a href="#">SGR1400 - Elementary Report Cards</a>
<input type="checkbox"/> Print and save recommended reports.	Secondary campuses: <input type="checkbox"/> <a href="#">SGR0280 - Grade Distribution Report</a> <input type="checkbox"/> <a href="#">SGR0900 - Class Rolls (Student Grade Information)</a> <input type="checkbox"/> <a href="#">SGR1000 - Blank, Failing and Incomplete Grades</a> <input type="checkbox"/> <a href="#">SGR2001 - A/B Honor Roll</a> <input type="checkbox"/> <a href="#">SGR4500 - TeacherPortal Assignment Audit Report</a>  or <input type="checkbox"/> <a href="#">SGR1350 - Secondary Report Cards (4 Semesters)</a>  Elementary campuses: <input type="checkbox"/> <a href="#">SGR1400 - Elementary Report Cards</a> <input type="checkbox"/> <a href="#">SGR1401 - Elementary Principal's Proof List</a> <input type="checkbox"/> <a href="#">SGR2091 - Elementary Grade Labels</a>
<input type="checkbox"/> Increment <b>Current Semester</b> and <b>Current Cycle</b> .	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Parameters</a>
<b>Registration</b>	
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> <a href="#">SRG0600 - Student Special Program Listing</a> <input type="checkbox"/> <a href="#">SRG1200 - Student Status Changes by Program</a> <input type="checkbox"/> <a href="#">SRG2100 - Student Withdrawal Report</a>
<input type="checkbox"/> Gather documentation on leavers and movers (grade levels 7-12 only, per TWEDS).	<a href="#">Registration &gt; Utilities &gt; TReX Export</a> Or, manually follow up by contacting other districts.
<b>Special Education</b>	

Task	Resource
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> SAT0000 - Absence Transaction List <input type="checkbox"/> SAT0600 - Student Detail Report (set <b>Print Sp Ed Only</b> to Y) <input type="checkbox"/> SEM0720 - Special Ed Student Active/Inactive List <input type="checkbox"/> SEM0850 - PEIMS Verification List

# Student Year-at-a-Glance

## End of Cycle/Semester

### End of Semester

The following tasks must be done at the end of the semester.

**IMPORTANT:** For additional information, reference the TeacherPortal End-of-Semester and TeacherPortal End-of-Year reminders from the TeacherPortal guide  
<https://help.ascendertx.com/teacherportal/doku.php/academy/eos>

- Complete all [End of Cycle](#) tasks, plus the following:

Task	Resource
<b>Attendance</b>	

Task	Resource
<p><input type="checkbox"/> Verify that all required attendance audit reports have been generated from ASCENDER and stored for your records, as well as other reports required for the district. <b>Review the TEA Student Attendance Accounting Handbook (SAAH), Section 2.3 for specific rules.</b></p>	<p><b>IMPORTANT:</b> The following attendance reports <i>must</i> be generated throughout the year and retained for auditing purposes. They can be saved as a PDF. <b>These reports are not available in Historical.</b></p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Audit &gt; SAT0600 - Student Detail Report</a> Verify that individual student membership information is correct, and that the totals on the summary page match the totals on the SAT0900 Principal/Superintendent semester report.</p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Audit &gt; SAT0900 - Campus/District Summary Report</a> Verify eligible attendance days present/absent and special programs contact hours, by campus and by district. Verify that the report is balanced against the SAT0600 - Student Detail Report report.</p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Audit &gt; SAT0900C - Campus/District Summary Report (COVID)</a> Verify eligible attendance days present/absent and special programs contact hours, by campus and by district. For the 2020-2021 school year, school districts should also run SAT900C if they participated in remote instruction.</p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Audit &gt; SAT0920 - Campus/District Multi-Track Summary Report</a> This report is the same as SAT0900, except it provides information for multiple tracks.</p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Audit &gt; SAT0670 - Teacher Membership Roster by Control Num or Attendance Reports &gt; Audit &gt; SAT0671 - Teacher Membership Roster by Period</a> Verify that first and fourth six weeks campus membership is balanced against district enrollment totals on SAT1000.</p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Students &gt; SAT0400 - Daily Attendance Summary</a> Verify that daily attendance summaries have been balanced daily.</p> <p><input type="checkbox"/> <a href="#">Attendance &gt; Reports &gt; Attendance Reports &gt; Rosters &gt; SAT1370 - Class Attendance Verification</a> Print current year class attendance by instructor name or control number. Use for attendance verification for all attendance or grade reporting cycles.</p>

Task	Resource
<b>Grade Reporting</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Set campus control option parameters correctly for the end of the semester.</li> </ul>	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Parameters</a> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Current Semester</b> = 1.</li> <li><input type="checkbox"/> <b>Current Cycle</b> = 2 (for 9-week cycles) or 3 (for 6-week cycles).</li> <li><input type="checkbox"/> Verify <b>Track End Dates</b>.</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Verify that the campus control posting options are set correctly for the end of the semester.</li> </ul>	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Posting</a> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Allow Cycle Grade</b></li> <li><input type="checkbox"/> <b>Allow Semester Grade</b></li> <li><input type="checkbox"/> <b>Expect Exam Grade</b></li> <li><input type="checkbox"/> <b>Allow Exempt Exam</b> (if X is a valid semester exam grade for exempt students)</li> <li><input type="checkbox"/> <b>Allow Alpha Exam</b></li> <li><input type="checkbox"/> <b>Allow Numeric Exam</b></li> <li><input type="checkbox"/> <b>Auto Citizenship</b></li> <li><input type="checkbox"/> <b>Citizenship Grade</b></li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Indicate if semester exams are included in the semester average.</li> </ul>	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Computation (Include Exam in Semester Average field)</a>
<ul style="list-style-type: none"> <li><input type="checkbox"/> (Elementary campuses) Verify that all fields are set correctly for the end of the semester.</li> </ul>	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Elementary &gt; Elem Grade</a>
<ul style="list-style-type: none"> <li><input type="checkbox"/> (Secondary campuses) (Optional) Determine whether students meet the 90% attendance rule for awarding or denying credit.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">SGR0450 - Attendance Percentage by Course</a></li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> (Secondary campuses) Perform grade computation and credit assignment, if the campus awards credit (including middle school courses with credits that apply toward graduation).</li> </ul>	<a href="#">QuickGuide: Compute Grades and Assign Credit</a>
<ul style="list-style-type: none"> <li><input type="checkbox"/> (Secondary campuses) Calculate grade averages and class ranking according to district policy. Some campuses may do beginning-of-the-year calculations at the end of semester 1.</li> </ul>	<a href="#">ASCENDER Grade Reporting - Run Grade Averaging &amp; Class Ranking and Print AARs</a>
<ul style="list-style-type: none"> <li><input type="checkbox"/> (Secondary campuses) Print transcripts.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">SGR2047 - AAR Multi-Year</a></li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Print grade labels for all students.</li> </ul>	<ul style="list-style-type: none"> <li>Secondary campuses: <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">SGR2081 - Student Grade Labels</a></li> </ul> </li> <li>Elementary campuses: <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">SGR2091 - Elementary Grade Labels</a></li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Print and save recommended reports.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">SGR0450 - Attendance Percentage by Course</a></li> <li><input type="checkbox"/> <a href="#">SGR1650 - Career and Technology Audit</a></li> <li><input type="checkbox"/> <a href="#">SGR2048 - Summary of Student Credits by Sch Yr</a></li> <li><input type="checkbox"/> <a href="#">SGR2060 - Grd Avg and Class Rnk - Info ONLY no Update</a></li> <li><input type="checkbox"/> <a href="#">SGR2070 - Grd Avg Info - By Student (Info Only)</a></li> <li><input type="checkbox"/> <a href="#">SGR2600 - Student Grd/Crs Override Proof List</a></li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Make midterm schedule changes.</li> </ul>	<a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Crs/Sec Change</a>

# Student Year-at-a-Glance

## End of Cycle/Semester

## End of Final Semester

The following tasks must be done at the end of the final semester.

**IMPORTANT:** For additional information, reference the TeacherPortal End-of-Semester and TeacherPortal End-of-Year reminders from the TeacherPortal guide  
<https://help.ascendertx.com/teacherportal/doku.php/academy/eos>

- Complete all [End of Cycle](#) and [End of Semester](#) tasks, plus the following:

Task	Resource
<b>Attendance</b>	

Task	Resource
<p><input type="checkbox"/> Verify that all required attendance audit reports have been generated from ASCENDER and stored for your records, as well as other reports required for the district. <b>Review the TEA Student Attendance Accounting Handbook (SAAH), Section 2.3 for specific rules.</b></p>	<p><b>IMPORTANT:</b> The following attendance reports <i>must</i> be generated throughout the year and retained for auditing purposes. They can be saved as a PDF. <b>These reports are not available in Historical.</b></p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Audit &gt; SAT0600 - Student Detail Report</a> Verify that individual student membership information is correct, and that the totals on the summary page match the totals on the SAT0900 Principal/Superintendent semester report.</p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Audit &gt; SAT0900 - Campus/District Summary Report</a> Verify eligible attendance days present/absent and special programs contact hours, by campus and by district. Verify that the report is balanced against the SAT0600 - Student Detail Report report.</p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Audit &gt; SAT0900C - Campus/District Summary Report (COVID)</a> Verify eligible attendance days present/absent and special programs contact hours, by campus and by district. For the 2020-2021 school year, school districts should also run SAT900C if they participated in remote instruction.</p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Audit &gt; SAT0920 - Campus/District Multi-Track Summary Report</a> This report is the same as SAT0900, except it provides information for multiple tracks.</p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Audit &gt; SAT0670 - Teacher Membership Roster by Control Num or Attendance Reports &gt; Audit &gt; SAT0671 - Teacher Membership Roster by Period</a> Verify that first and fourth six weeks campus membership is balanced against district enrollment totals on SAT1000.</p> <p><input type="checkbox"/> <a href="#">Attendance Reports &gt; Students &gt; SAT0400 - Daily Attendance Summary</a> Verify that daily attendance summaries have been balanced daily.</p> <p><input type="checkbox"/> <a href="#">Attendance &gt; Reports &gt; Attendance Reports &gt; Rosters &gt; SAT1370 - Class Attendance Verification</a> Print current year class attendance by instructor name or control number. Use for attendance verification for all attendance or grade reporting cycles.</p>

Task	Resource
<b>Grade Reporting</b>	
<input type="checkbox"/> Assign pass/fail indicators and verify course completion records for PEIMS.	<a href="#">QuickGuide: Assign Pass/Fail Indicators</a>
<b>NOTE:</b> These indicators must be set for 1st grade and above.	
<input type="checkbox"/> (Elementary campuses) Compute final grades, whether the campus uses semester grades or cumulative year-to-date averages.	<a href="#">Grade Reporting &gt; Utilities &gt; Grade Computation Elementary</a>
<input type="checkbox"/> (Elementary campuses) Print final report cards with the promotion/retained message.	<input type="checkbox"/> <a href="#">SGR1400 - Elementary Report Cards</a> (set <b>Print Promoted/Retained Msg</b> to Y)

# Student Year-at-a-Glance

## End-of-Year

The following tasks must be done at the end of the year.

- Complete the steps in the [ASDR End-of-Year checklist](#), plus the following:

<b>Attendance</b>	
□ Run the District Attendance and Contact Hours report.	□ <a href="#">SAT0950 - District Attendance and Contact Hours</a>
<b>Grade Reporting</b>	
□ Run the final honor roll.	□ <a href="#">SGR2001 - A/B Honor Roll</a>
□ Verify the AAR Special Consideration Code.	□ <a href="#">SGR2047 - AAR Multi-Year (SE column on the report)</a>
<b>Registration</b>	
□ Indicate if district local programs will be moved to the next year records.	<a href="#">Registration &gt; Maintenance &gt; District Profile &gt; Local Program Codes</a> ( <b>Move Program to Next Year</b> field)
<b>Special Education</b>	
□ Identify and enter hours for the Extended School Year (ESY) special education students.	<a href="#">Special Education &gt; Maintenance &gt; Student Sp Ed Data &gt; Current Year &gt; Program Information</a> (select <b>Extended School Year Services</b> , and enter <b>Extended School Year Services Hours</b> and <b>Extended School Year Services Speech Hours</b> )
<b>Backups</b>	
□ Create backups.	For districts hosted at the TCC Data Center, this is done automatically. Otherwise, request that your technical support staff create the backups.

# Student Year-at-a-Glance

## TSDS

### PEIMS/State Reporting

The following tasks must be done to prepare for and submit the PEIMS collections throughout the year.

Task	Resource
<b>ASCENDER State Reporting</b>	
<input type="checkbox"/> Complete the fall PEIMS submission.	<a href="#">ASCENDER State Reporting - PEIMS TSDS Fall Submission</a>
<input type="checkbox"/> Complete the midyear PEIMS submission (Business only).	<a href="#">ASCENDER State Reporting - PEIMS TSDS Midyear Submission</a>
<input type="checkbox"/> Complete the summer PEIMS submission.	<a href="#">ASCENDER State Reporting - TSDS PEIMS Summer Submission</a>
<input type="checkbox"/> Complete the extended PEIMS submission.	<a href="#">ASCENDER State Reporting - PEIMS TSDS Extended Submission</a>

# Student Year-at-a-Glance

**TSDS**

## Core Collections

The following tasks must be done to prepare for and submit the core collections throughout the year.

Task	Resource
<b>ASCENDER State Reporting</b>	
<input type="checkbox"/> Complete the Charter School Waitlist submission.	<a href="#">ASCENDER State Reporting - Core Collection: Charter School Waitlist</a>
<input type="checkbox"/> Complete the Child Find submission.	<a href="#">ASCENDER State Reporting - Core Collection: Child Find</a>
<input type="checkbox"/> Complete the Class Roster Fall/Winter Submission submission.	<a href="#">ASCENDER State Reporting - Core Collection: Class Roster Fall/Winter Submission</a>
<input type="checkbox"/> Complete the ECDS KG submission.	<a href="#">ASCENDER State Reporting - Core Collection: Early Childhood Data System (ECDS) Submission - Kindergarten</a>
<input type="checkbox"/> Complete the ECDS PK submission.	<a href="#">ASCENDER State Reporting - Core Collection: Early Childhood Data System (ECDS) Submission - Prekindergarten</a>
<input type="checkbox"/> Complete the Residential Facility (RF) Tracker submission.	<a href="#">ASCENDER State Reporting - Core Collection: Residential Facilities (RF) Tracker Submission</a>
<input type="checkbox"/> Complete the Special Education Language Acquisition (SEL) submission.	<a href="#">ASCENDER State Reporting - Core Collection: Special Education Language Acquisition (SEL) Submission</a>
<input type="checkbox"/> Complete the State Performance Plan Indicator 14 (SPPI-14) submission.	<a href="#">ASCENDER State Reporting - Core Collection: State Performance Plan Indicator 14 (SPPI-14) Submission</a>





## Back Cover