

# Student Year-at-a-Glance - End of Final Semester

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## **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

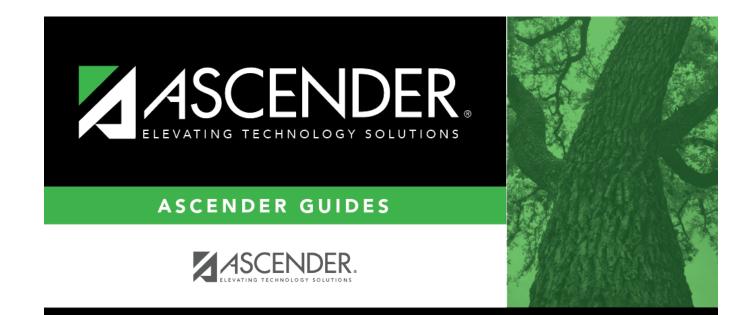
□ Complete all End of Cycle and End of Semester tasks, plus the following:

Task	Resource
Attendance	

Task	Resource
	IMPORTANT: The following attendance reports must be generated throughout the year and retained for auditing purposes. They can be saved as a PDF. These reports are not available in Historical. Attendance Reports > Audit > SAT0600 - Student Detail Report 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.
	□ Attendance Reports > Audit > SAT0900 - Campus/District Summary Report 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.
□ 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</b>	Attendance Reports > Audit > SAT0900C - Campus/District Summary Report (COVID) 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.
Accounting Handbook (SAAH), Section 2.3 for specific rules.	□ Attendance Reports > Audit > SAT0920 - Campus/District Multi-Track Summary Report This report is the same as SAT0900, except it provides information for multiple tracks.
	□ Attendance Reports > Audit > SAT0670 - Teacher Membership Roster by Control Num or Attendance Reports > Audit > SAT0671 - Teacher Membership Roster by Period Verify that first and fourth six weeks campus membership is balanced against district enrollment totals on SAT1000.
	<ul> <li>Attendance Reports &gt; Students &gt; SAT0400 - Daily Attendance Summary</li> <li>Verify that daily attendance summaries have been balanced daily.</li> </ul>
	<ul> <li>Attendance &gt; Reports &gt; Attendance Reports</li> <li>&gt; Rosters &gt; SAT1370 - Class Attendance</li> <li>Verification</li> <li>Print current year class attendance by instructor name or control number. Use for attendance</li> <li>verification for all attendance or grade reporting cycles.</li> </ul>

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



### **Back Cover**