



# End of Semester



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# Student Year-at-a-Glance

## End of Cycle/Semester

### End of Semester

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

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

Task	Resource
<b>Grade Reporting</b>	
<input type="checkbox"/> Set campus control option parameters correctly for the end of the semester.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Parameters</a> <input type="checkbox"/> <b>Current Semester</b> = 1. <input type="checkbox"/> <b>Current Cycle</b> = 2 (for 9-week cycles) or 3 (for 6-week cycles). <input type="checkbox"/> Verify <b>Track End Dates</b> .
<input type="checkbox"/> Verify that the campus control posting options are set correctly for the end of the semester.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Posting</a> <input type="checkbox"/> <b>Allow Cycle Grade</b> <input type="checkbox"/> <b>Allow Semester Grade</b> <input type="checkbox"/> <b>Expect Exam Grade</b> <input type="checkbox"/> <b>Allow Exempt Exam</b> (if X is a valid semester exam grade for exempt students) <input type="checkbox"/> <b>Allow Alpha Exam</b> <input type="checkbox"/> <b>Allow Numeric Exam</b> <input type="checkbox"/> <b>Auto Citizenship</b> <input type="checkbox"/> <b>Citizenship Grade</b>
<input type="checkbox"/> Indicate if semester exams are included in the semester average.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Computation</a> <b>(Include Exam in Semester Average field)</b>
<input type="checkbox"/> (Elementary campuses) Verify that all fields are set correctly for the end of the semester.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Elementary &gt; Elem Grade</a>
<input type="checkbox"/> (Secondary campuses) (Optional) Determine whether students meet the 90% attendance rule for awarding or denying credit.	<a href="#">SGR0450 - Attendance Percentage by Course</a>
<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).	<a href="#">QuickGuide: Compute Grades and Assign Credit</a>
<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.	<a href="#">TxEIS Grade Reporting - Run Grade Averaging &amp; Class Ranking and Print AARs</a>

Task	Resource
<b>Grade Reporting</b>	
<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"/> (Secondary campuses) Print transcripts.	<input type="checkbox"/> <a href="#">SGR2047 - AAR Multi-Year</a>
<input type="checkbox"/> Print grade labels for all students.	Secondary campuses: <input type="checkbox"/> <a href="#">SGR2081 - Student Grade Labels</a>  Elementary campuses: <input type="checkbox"/> <a href="#">SGR2091 - Elementary Grade Labels</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>

Task	Resource
<b>Grade Reporting</b>	
<input type="checkbox"/> Print and save recommended reports.	<input type="checkbox"/> SGR0280 - Grade Distribution Report <input type="checkbox"/> SGR0450 - Attendance Percentage by Course <input type="checkbox"/> SGR0900 - Class Rolls (Student Grade Information) <input type="checkbox"/> SGR1000 - Blank, Failing and Incomplete Grades <input type="checkbox"/> SGR1650 - Career and Technology Audit <input type="checkbox"/> SGR2001 - A/B Honor Roll <input type="checkbox"/> SGR2048 - Summary of Student Credits by Sch Yr <input type="checkbox"/> SGR2060 - Grd Avg and Class Rnk - Info ONLY no Update <input type="checkbox"/> SGR2070 - Grd Avg Info - By Student (Info Only) <input type="checkbox"/> SGR2600 - Student Grd/Crs Override Proof List <input type="checkbox"/> SGR4500 - txGradebook Assignment Audit Report  Secondary campuses: <input type="checkbox"/> SGR1175 - Report Card Proof List <input type="checkbox"/> SGR1300 - Secondary Report Cards (2 Semesters) or <input type="checkbox"/> SGR1350 - Secondary Report Cards (4 Semesters)  Elementary campuses: <input type="checkbox"/> SGR1400 - Elementary Report Cards <input type="checkbox"/> SGR1401 - Elementary Principal's Proof List <input type="checkbox"/> SGR2091 - Elementary Grade Labels
<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>
<input type="checkbox"/> Make midterm schedule changes.	<a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Crs/Sec Change</a>
<b>Registration</b>	
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> SRG0600 - Student Special Program Listing <input type="checkbox"/> SRG1200 - Student Status Changes by Program <input type="checkbox"/> SRG2100 - Student Withdrawal Report
<input type="checkbox"/> Gather documentation on leavers and movers (grade levels 7-12 only, per TEDS).	<a href="#">Registration &gt; Utilities &gt; TReX Export</a> Or, manually follow up by contacting other districts.
<b>Special Education</b>	

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



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