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
Grade Reporting	
❏ Set campus control option parameters correctly for the end of the semester.	Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters ❏ **Current Semester** = 1. ❏ **Current Cycle** = 2 (for 9-week cycles) or 3 (for 6-week cycles). ❏ Verify **Track End Dates**.
❏ Verify that the campus control posting options are set correctly for the end of the semester.	Grade Reporting > Maintenance > Tables > Campus Control Options > Posting ❏ **Allow Cycle Grade** ❏ **Allow Semester Grade** ❏ **Expect Exam Grade** ❏ **Allow Exempt Exam** (if X is a valid semester exam grade for exempt students) ❏ **Allow Alpha Exam** ❏ **Allow Numeric Exam** ❏ **Auto Citizenship** ❏ **Citizenship Grade**
❏ Indicate if semester exams are included in the semester average.	Grade Reporting > Maintenance > Tables > Campus Control Options > Computation (**Include Exam in Semester Average** field)
❏ (Elementary campuses) Verify that all fields are set correctly for the end of the semester.	Grade Reporting > Maintenance > Tables > Elementary > Elem Grade
❏ (Secondary campuses) (Optional) Determine whether students meet the 90% attendance rule for awarding or denying credit.	❏ SGR0450 - Attendance Percentage by Course
❏ (Secondary campuses) Perform grade computation and credit assignment, if the campus awards credit (including middle school courses with credits that apply toward graduation).	QuickGuide: Compute Grades and Assign Credit
❏ (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.	TxEIS Grade Reporting - Run Grade Averaging & Class Ranking and Print AARs

Task	Resource
Grade Reporting	
❏ (Optional) Print class rolls. Distribute to instructors as proof sheets for grade verification.	❏ SGR0900 - Class Rolls (Student Grade Information)
❏ Post corrected grades.	By individual: Grade Reporting > Maintenance > Student > Individual Maint > Grd Update By group: Grade Reporting > Maintenance > Student > Group Maint > Post Grades
❏ Update campus control print options before printing report cards.	Grade Reporting > Maintenance > Tables > Campus Control Options > Print Options
❏ (Mainly secondary campuses) Assign control numbers to students by period, if you will be printing report cards by control number.	Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Period
❏ (Secondary campuses) Print transcripts.	❏ SGR2047 - AAR Multi-Year
❏ Print grade labels for all students.	Secondary campuses: ❏ SGR2081 - Student Grade Labels Elementary campuses: ❏ SGR2091 - Elementary Grade Labels
❏ Print report cards.	Secondary two-semester campuses: ❏ SGR1300 - Secondary Report Cards (2 Semesters) Secondary four-semester campuses: ❏ SGR1350 - Secondary Report Cards (4 Semesters) Elementary campuses: ❏ SGR1400 - Elementary Report Cards

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

Task	Resource
Grade Reporting	
❑ Run reports.	❑ SAT0000 - Absence Transaction List ❑ SAT0600 - Student Detail Report (set **Print Sp Ed Only** to Y) ❑ SEM0720 - Special Ed Student Active/Inactive List ❑ SEM0850 - PEIMS Verification List

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