# 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<br>❑ **Current Semester** = 1.<br>❑ **Current Cycle** = 2 (for 9-week cycles) or 3 (for 6-week cycles).<br>❑ 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<br>❑ **Allow Cycle Grade**<br>❑ **Allow Semester Grade**<br>❑ **Expect Exam Grade**<br>❑ **Allow Exempt Exam** (if X is a valid semester exam grade for exempt students)<br>❑ **Allow Alpha Exam**<br>❑ **Allow Numeric Exam**<br>❑ **Auto Citizenship**<br>❑ **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** | |
| ❑ (Secondary campuses) Print transcripts. | ❑ SGR2047 - AAR Multi-Year |
| ❑ Print grade labels for all students. | Secondary campuses:<br>❑ SGR2081 - Student Grade Labels<br><br>Elementary campuses:<br>❑ SGR2091 - Elementary Grade Labels |
| ❑ Print and save recommended reports. | ❑ SGR0280 - Grade Distribution Report<br>❑ SGR0450 - Attendance Percentage by Course<br>❑ SGR0900 - Class Rolls (Student Grade Information)<br>❑ SGR1000 - Blank, Failing and Incomplete Grades<br>❑ SGR1650 - Career and Technology Audit<br>❑ SGR2001 - A/B Honor Roll<br>❑ SGR2048 - Summary of Student Credits by Sch Yr<br>❑ SGR2060 - Grd Avg and Class Rnk - Info ONLY no Update<br>❑ SGR2070 - Grd Avg Info - By Student (Info Only)<br>❑ SGR2600 - Student Grd/Crs Override Proof List<br>❑ SGR4500 - txGradebook Assignment Audit Report<br><br>Secondary campuses:<br>❑ SGR1175 - Report Card Proof List<br>❑ SGR1300 - Secondary Report Cards (2 Semesters)<br>or<br>❑ SGR1350 - Secondary Report Cards (4 Semesters)<br><br>Elementary campuses:<br>❑ SGR1400 - Elementary Report Cards<br>❑ SGR1401 - Elementary Principal's Proof List<br>❑ 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<br>❑ SRG1200 - Student Status Changes by Program<br>❑ SRG2100 - Student Withdrawal Report |
| ❑ Gather documentation on leavers and movers (grade levels 7-12 only, per TEDS). | Registration > Utilities > TREx Export<br>Or, manually follow up by contacting other districts. |

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

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