



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

| Task | Resource |
|---|---|
| Grade Reporting | |
| <input type="checkbox"/> (Secondary campuses) Print transcripts. | <input type="checkbox"/> SGR2047 - AAR Multi-Year |
| <input type="checkbox"/> Print grade labels for all students. | Secondary campuses: <input type="checkbox"/> SGR2081 - Student Grade Labels Elementary campuses: <input type="checkbox"/> SGR2091 - Elementary Grade Labels |
| <input type="checkbox"/> Print and save recommended reports. | <input type="checkbox"/> SGR0450 - Attendance Percentage by Course <input type="checkbox"/> SGR1650 - Career and Technology Audit <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"/> Increment Current Semester and Current Cycle . | Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters |
| <input type="checkbox"/> Make midterm schedule changes. | Grade Reporting > Maintenance > Student > Individual Maint > Crs/Sec Change |
| Registration | |
| <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). | Registration > Utilities > TReX Export Or, manually follow up by contacting other districts. |
| Special Education | |
| <input type="checkbox"/> Run reports. | <input type="checkbox"/> SAT0000 - Absence Transaction List <input type="checkbox"/> SAT0600 - Student Detail Report (set Print Sp Ed Only to Y) <input type="checkbox"/> SEM0720 - Special Ed Student Active/Inactive List <input type="checkbox"/> SEM0850 - PEIMS Verification List |



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