



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
<p>Attendance</p> <p><input type="checkbox"/> 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. Review the TEA Student Attendance Accounting Handbook (SAAH), Section 2.3 for specific rules.</p>	<p>IMPORTANT: The following attendance reports <i>must</i> be generated throughout the year and retained for auditing purposes. They can be saved as a PDF. These reports are not available in Historical.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Attendance Reports > Audit > SAT0920 - Campus/District Multi-Track Summary Report This report is the same as SAT0900, except it provides information for multiple tracks.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Attendance Reports > Students > SAT0400 - Daily Attendance Summary Verify that daily attendance summaries have been balanced daily.</p> <p><input type="checkbox"/> Attendance > Reports > Attendance Reports > Rosters > SAT1370 - Class Attendance Verification Print current year class attendance by instructor name or control number. Use for attendance verification for all attendance or grade reporting cycles.</p>

Task	Resource
Attendance	
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.	<input type="checkbox"/> 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.	ASCENDER Grade Reporting - Run Grade Averaging & Class Ranking and Print AARs
<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"/> Make midterm schedule changes.	Grade Reporting > Maintenance > Student > Individual Maint > Crs/Sec Change



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