Daily

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Student Year-at-a-Glance

Daily

The following tasks must be done on a daily basis.

Task	Resource
Attendance	
❏ Enter attendance.	ASCENDER Attendance - Student Posting Or, instructor posts attendance in TeacherPortal.
❏ Monitor that instructors are taking attendance.	Attendance > Maintenance > Gradebook Options > Unposted Absences
❏ Print reports for substitute teachers or manual entry.	❏ SAT0202 - Attendance Tear Strips (#6185) ❏ SAT1365 - Class Attendance Roster ❏ SAT3500 - Daily Class Attendance Roster
❏ Balance attendance.	❏ SAT0400 - Daily Attendance Summary ❏ SAT0500 - Campus Attendance Summary ❏ SAT2200 - Membership Summary
❏ Run daily reports.	❏ SAT0400 - Daily Attendance Summary ❏ SAT0500 - Campus Attendance Summary
❏ Run additional reports as needed.	❏ SAT0000 - Absence Transaction List ❏ SAT1200 - Excessive Absence Report ❏ SAT1500 - Daily Attendance Report I
Discipline	
❏ Enter discipline incident records, and print incident letters for parents.	QuickGuide: Enter and Maintain Discipline Incident Records
❏ Review referrals from TeacherPortal and take action (designated discipline approvers only).	Discipline > Maintenance > Referrals
❏ Run report for verification.	❏ SDS0100 - Discipline - Detailed Incident Report
Grade Reporting	
❏ Change student schedules.	ASCENDER Grade Reporting - Change a Student's Schedule
❏ Enter schedules for new students.	Grade Reporting > Maintenance > Walk-in Scheduler > Scheduler
Registration	
❏ Enroll and withdraw students.	Registration > Maintenance > Student Enrollment > W/R Enroll

Task	Resource
❑ Edit student program codes as needed.	Registration > Maintenance > Student Enrollment > At Risk Registration > Maintenance > Student Enrollment > SpecEd Registration > Maintenance > Student Enrollment > G/T Registration > Maintenance > Student Enrollment > Bil/ESL Registration > Maintenance > Student Enrollment > Title I Registration > Maintenance > Student Enrollment > PRS Registration > Maintenance > Student Enrollment > Local Programs
❑ Export TREx data.	Registration > Utilities > TREx Export
❑ Run reports for verification.	❑ SRG0900 - Withdrawal Transfer Form ❑ SRG1200 - Student Status Changes by Program
❑ Approve student registration and data changes, and monitor forms.	ParentPortal Campus Admin: Review & Accept Data Changes

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