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Student Year-at-a-Glance

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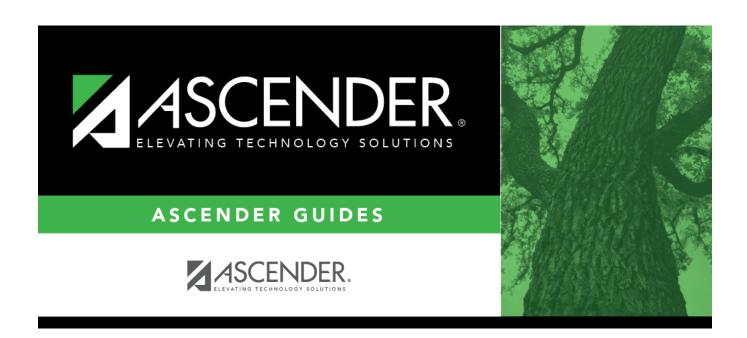
The following tasks must be done on a daily basis.

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

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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 > 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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