



Daily

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Daily Tasks 1

Student Year-at-a-Glance

Daily Tasks

The following tasks must be done on a daily basis.

Task	Resource
Attendance	
<input type="checkbox"/> Enter attendance.	Direct entry in TxEIS: TxEIS Attendance - Student Posting with Comments Or, instructor posts attendance in txGradebook.
<input type="checkbox"/> Monitor that instructors are taking attendance.	Attendance > Maintenance > Gradebook Options > Unposted Absences
<input type="checkbox"/> Print reports for substitute teachers or manual entry.	<input type="checkbox"/> SAT0202 - Attendance Tear Strips (#6185) <input type="checkbox"/> SAT1365 - Class Attendance Roster <input type="checkbox"/> SAT3500 - Daily Class Attendance Roster
<input type="checkbox"/> Balance attendance.	<input type="checkbox"/> SAT0400 - Daily Attendance Summary <input type="checkbox"/> SAT0500 - Campus Attendance Summary <input type="checkbox"/> SAT2200 - Membership Summary
<input type="checkbox"/> Print attendance letters.	QuickGuide: TxEIS Attendance - Generate Attendance Letters
<input type="checkbox"/> Run daily reports.	<input type="checkbox"/> SAT0400 - Daily Attendance Summary <input type="checkbox"/> SAT0500 - Campus Attendance Summary
<input type="checkbox"/> Run additional reports as needed.	<input type="checkbox"/> SAT0000 - Absence Transaction List <input type="checkbox"/> SAT1200 - Excessive Absence Report <input type="checkbox"/> SAT1370 - Class Attendance Verification <input type="checkbox"/> SAT1500 - Daily Attendance Report I
Discipline	
<input type="checkbox"/> Enter discipline incident records, and print incident letters for parents.	QuickGuide: Enter and Maintain Discipline Incident Records
<input type="checkbox"/> Review referrals from txGradebook and take action (designated discipline approvers only).	Discipline > Maintenance > Referrals
<input type="checkbox"/> Run report for verification.	<input type="checkbox"/> SDS0100 - Discipline - Detailed Incident Report
Grade Reporting	
<input type="checkbox"/> Change student schedules.	Before MTGR: TxEIS Scheduling - Change a Student's Schedule After MTGR) TxEIS Grade Reporting - Change a Student's Schedule
<input type="checkbox"/> Enter schedules for new students.	Grade Reporting > Maintenance > Walk-in Scheduler > Scheduler
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> SGR1930 - Student Schedules (Plain Paper) <input type="checkbox"/> SGR2055 - Student Schedules
Registration	
<input type="checkbox"/> Enroll and withdraw students.	Registration > Maintenance > Student Enrollment > W/R Enroll

Task	Resource
Attendance	
<input type="checkbox"/> 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 > Generic
<input type="checkbox"/> Export TReX data.	Registration > Utilities > TReX Export
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> SRG0900 - Withdrawal Transfer Form <input type="checkbox"/> SRG1200 - Student Status Changes by Program
<input type="checkbox"/> Approve student registration and data changes, and monitor forms.	ParentPortal Campus Admin: Review & Accept Data Changes



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