



year-at-a-glance-end-cycle

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Student Year-at-a-Glance

Fall

End of Cycle

The following tasks must be done at the end of each grade reporting cycle.

Task	Resource
Attendance	
<input type="checkbox"/> Run reports to verify that attendance is balanced for the cycle.	<input type="checkbox"/> SAT0600 - Student Detail Report Elementary campuses: <input type="checkbox"/> SAT0670 - Teacher Membership Roster By Control Num Secondary campuses: <input type="checkbox"/> SAT0400 - Daily Attendance Summary <input type="checkbox"/> SAT0671 - Teacher Membership Roster By Period <input type="checkbox"/> SAT0700 - Student Attendance Summary <input type="checkbox"/> SAT0900 - Campus/District Summary Report <input type="checkbox"/> SAT0950 - District Attendance and Contact Hours <input type="checkbox"/> SAT1000 - Campus Recap Report <input type="checkbox"/> SAT1500 - Daily Attendance Report I <input type="checkbox"/> SAT1600 - Daily Attendance Report II <input type="checkbox"/> SAT1700 - Entry/Withdrawal Summary CTE Reports: <input type="checkbox"/> SAT0600 - Student Detail Report Set Print CTE Only to Y.
<input type="checkbox"/> Run additional reports as needed.	<input type="checkbox"/> SAT0300 - Attendance Proof List <input type="checkbox"/> SAT1900 - Perfect Attendance Report <input type="checkbox"/> SAT2100 - Six Weeks FTE Report <input type="checkbox"/> SAT2300 - Average Daily Attendance <input type="checkbox"/> SAT2500 - Truancy Report
Discipline	
<input type="checkbox"/> Run reports for verification.	<input type="checkbox"/> SDS0700 - TEA DFSCA Evaluation Report <input type="checkbox"/> SDS0800 - Offense Summary Report <input type="checkbox"/> SDS0900 - Action Summary Report <input type="checkbox"/> SDS1300 - Discipline Audit Report (PEIMS Edits) <input type="checkbox"/> SDS1400 - Offenses 'Reported By' Summary Report <input type="checkbox"/> SDS1700 - Discipline Suspension Attendance Verification
Grade Reporting	

Task	Resource
Attendance	
<input type="checkbox"/> Update the report card comments. NOTE: Once comments have been used on a report card run, they should not change until the following year. You can add additional codes if space allows.	Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Comments Secondary report cards only allow codes A-N. Elementary report cards allow codes A-Z and 1-9.
<input type="checkbox"/> Update report card messages.	

[Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary](#)|

☐ (Elementary campuses) Verify elementary tables.

Grade Reporting > Maintenance > Tables > Elementary > Elem Grade

☐ Identify all missing and incomplete grades.

The report can be distributed to instructors as a reminder to enter grades for accurate grade average calculations.

SGR1000 - Blank, Failing and Incomplete Grades

Be sure Check Student Entry/WD Dates for Blank Grades is N. Example: A student enrolls at the campus and in a course-section during cycle 2. If this parameter is set to Y, the semester grade will not be calculated because cycle 1 grades are blank. If the parameter is N, cycle 1 grades are skipped and the semester grade is calculated.

☐ Verify that campus control option parameters are set correctly: ☐ Current Semester ☐ Current Cycle ☐ Track End Dates

Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters

☐ Verify that the campus posting options are set correctly. ☐ Allow Cycle Grade ☐ Auto Citizenship ☐ Citizenship Grade

Grade Reporting > Maintenance > Tables > Campus Control Options > Posting

☐ Update the txGradebook district-wide message.

Grade Reporting > Maintenance > Gradebook Options > District > Options

☐ Update the txGradebook campus-wide message.

Grade Reporting > Maintenance > Gradebook Options > Campus > Options

☐ Update campus-wide txGradebook options.

Grade Reporting > Maintenance > Gradebook Options > Campus > Options

☐ (Mainly elementary campuses) Verify course auto-grade options.

Grade Reporting > Maintenance > Master Schedule > District Schedule (Auto Grd field)

☐ Enable grade posting in txGradebook.

Notify instructors that they can enter comments and override grades as needed, and mark course-sections as 'Ready to Post.' Most campuses allow 3-5 days for posting.

Grade Reporting > Maintenance > Gradebook Options > Campus > Options Set Open for Grade Posting to Open.

☐ Verify that all instructors are ready to post grades for the semester-cycle.

Grade Reporting > Maintenance > Teacher Posting Status

☐ Post grades from txGradebook.

Grade Reporting > Utilities > Grade Posting From TxEIS txGradebook

☐ Disable posting in txGradebook.

Grade Reporting > Maintenance > Gradebook Options > Campus > Options Set Open for Grade Posting to Close.

☐ Compute attendance in the student's grade-course record so that it prints on report cards and teacher class rolls.

SGR1800 - Compute Attendance in Course Records

☐ (Elementary campuses) Compute cumulative year-to-date averages (if the campus does not use semester averages).

Grade Reporting > Utilities > Grade Computation Elementary

☐ (Optional) Print class rolls. Distribute to instructors as proof sheets for grade verification.

SGR0900 - Class Rolls (Student Grade Information)

☐ Post corrected grades.

By individual: Grade Reporting > Maintenance > Student > Individual Maint > Grd Update

By group: Grade Reporting > Maintenance > Student > Group Maint > Post Grades

☐ Update campus control print options before printing report cards.

Grade Reporting > Maintenance > Tables > Campus Control Options > Print Options

☐ (Mainly secondary campuses) Assign control numbers to students by period, if you will be printing report cards by control number.

Grade Reporting > Utilities > Assign Control Numbers > Cntrl by Period

☐ Print report cards.

Secondary two-semester campuses: Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1300 - Secondary Report Cards (2 Semesters)

Secondary four-semester campuses: Grade Reporting > Reports > Grade Reporting Reports >

Report Cards > SGR1350 - Secondary Report Cards (4 Semesters)

Elementary campuses: SGR1400 - Elementary Report Cards

- ☐ Print and save recommended reports.
- ☐ SGR0280 - Grade Distribution Report
- ☐ SGR0900 - Class Rolls (Student Grade Information)
- ☐ SGR1000 - Blank, Failing and Incomplete Grades
- ☐ SGR2001 - A/B Honor Roll
- ☐ SGR4500 - txGradebook Assignment Audit Report

Secondary campuses: ☐ SGR1175 - Report Card Proof List☐ SGR1300 - Secondary Report Cards (2 Semesters) or ☐ SGR1350 - Secondary Report Cards (4 Semesters)Elementary campuses: ☐ SGR1400 - Elementary Report Cards

- ☐ SGR1401 - Elementary Principal's Proof List
- ☐ SGR2091 - Elementary Grade Labels
- ☐ Increment Current Semester and Current Cycle.

Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters

REGISTRATION ☐ Run reports for verification.

- ☐ SRG0600 - Student Special Program Listing
- ☐ SRG1200 - Student Status Changes by Program
- ☐ SRG2100 - Student Withdrawal Report
- ☐ 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 ☐ Run reports for verification.

- ☐ SAT0000 - Absence Transaction List
- ☐ SAT0600 - Student Detail Report Set Print Sp Ed Only to Y.
- ☐ SEM0720 - Special Ed Student Active/Inactive List
- ☐ SEM0850 - PEIMS Verification List



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