



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.	Secondary campuses: Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Messages Elementary campuses: Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary
<input type="checkbox"/> (Elementary campuses) Verify elementary tables.	Grade Reporting > Maintenance > Tables > Elementary > Elem Grade
<input type="checkbox"/> Identify all missing and incomplete grades. NOTE: 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.
<input type="checkbox"/> Verify that campus control option parameters are set correctly.	Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters <input type="checkbox"/> Current Semester <input type="checkbox"/> Current Cycle <input type="checkbox"/> Track End Dates
<input type="checkbox"/> Verify that the campus posting options are set correctly.	Grade Reporting > Maintenance > Tables > Campus Control Options > Posting <input type="checkbox"/> Allow Cycle Grade <input type="checkbox"/> Auto Citizenship <input type="checkbox"/> Citizenship Grade
<input type="checkbox"/> Update the txGradebook district-wide message.	Grade Reporting > Maintenance > Gradebook Options > District > Options
<input type="checkbox"/> Update the txGradebook campus-wide message.	Grade Reporting > Maintenance > Gradebook Options > Campus > Options
<input type="checkbox"/> Update campus-wide txGradebook options.	Grade Reporting > Maintenance > Gradebook Options > Campus > Options
<input type="checkbox"/> (Mainly elementary campuses) Verify course auto-grade options.	Grade Reporting > Maintenance > Master Schedule > District Schedule (Auto Grd field)
<input type="checkbox"/> Enable grade posting in txGradebook. <WRAP box> NOTE: 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](#) |

<input type="checkbox"/> Post grades from txGradebook.	Grade Reporting > Utilities > Grade Posting From TxEIS txGradebook
<input type="checkbox"/> Disable posting in txGradebook.	Grade Reporting > Maintenance > Gradebook Options > Campus > Options Set Open for Grade Posting to Close.
<input type="checkbox"/> 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
<input type="checkbox"/> (Elementary campuses) Compute cumulative year-to-date averages (if the campus does not use semester averages).	Grade Reporting > Utilities > Grade Computation Elementary
<input type="checkbox"/> (Optional) Print class rolls. Distribute to instructors as proof sheets for grade verification.	SGR0900 - Class Rolls (Student Grade Information)
<input type="checkbox"/> Post corrected grades.	By individual: Grade Reporting > Maintenance > Student > Individual Maint > Grd Update By group: Grade Reporting > Maintenance > Student > Group Maint > Post Grades
<input type="checkbox"/> Update campus control print options before printing report cards.	Grade Reporting > Maintenance > Tables > Campus Control Options > Print Options
<input type="checkbox"/> (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
<input type="checkbox"/> 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

<input type="checkbox"/> Print and save recommended reports.	<input type="checkbox"/> SGR0280 - Grade Distribution Report <input type="checkbox"/> SGR0900 - Class Rolls (Student Grade Information) <input type="checkbox"/> SGR1000 - Blank, Failing and Incomplete Grades <input type="checkbox"/> SGR2001 - A/B Honor Roll <input type="checkbox"/> SGR4500 - txGradebook Assignment Audit Report Secondary campuses: <input type="checkbox"/> SGR1175 - Report Card Proof List <input type="checkbox"/> SGR1300 - Secondary Report Cards (2 Semesters) or <input type="checkbox"/> SGR1350 - Secondary Report Cards (4 Semesters) Elementary campuses: <input type="checkbox"/> SGR1400 - Elementary Report Cards <input type="checkbox"/> SGR1401 - Elementary Principal's Proof List <input type="checkbox"/> SGR2091 - Elementary Grade Labels
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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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