



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

Task	Resource
<b>Attendance</b>	
<input type="checkbox"/> Update the report card comments. <b>NOTE:</b> 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.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Rpt Card Comments</a> 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: <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Rpt Card Messages</a>  Elementary campuses: <a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Grade Reporting Tables &gt; Rpt Card Msg Elementary</a>
<input type="checkbox"/> (Elementary campuses) Verify elementary tables.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Elementary &gt; Elem Grade</a>
<input type="checkbox"/> Identify all missing and incomplete grades. <b>NOTE:</b> The report can be distributed to instructors as a reminder to enter grades for accurate grade average calculations.	<a href="#">SGR1000 - Blank, Failing and Incomplete Grades</a> Be sure <b>Check Student Entry/WD Dates for Blank Grades</b> 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.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Parameters</a> <input type="checkbox"/> <b>Current Semester</b> <input type="checkbox"/> <b>Current Cycle</b> <input type="checkbox"/> <b>Track End Dates</b>
<input type="checkbox"/> Verify that the campus posting options are set correctly.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Posting</a> <input type="checkbox"/> <b>Allow Cycle Grade</b> <input type="checkbox"/> <b>Auto Citizenship</b> <input type="checkbox"/> <b>Citizenship Grade</b>
<input type="checkbox"/> Update the txGradebook district-wide message.	<a href="#">Grade Reporting &gt; Maintenance &gt; Gradebook Options &gt; District &gt; Options</a>
<input type="checkbox"/> Update the txGradebook campus-wide message.	<a href="#">Grade Reporting &gt; Maintenance &gt; Gradebook Options &gt; Campus &gt; Options</a>
<input type="checkbox"/> Update campus-wide txGradebook options.	<a href="#">Grade Reporting &gt; Maintenance &gt; Gradebook Options &gt; Campus &gt; Options</a>
<input type="checkbox"/> (Mainly elementary campuses) Verify course auto-grade options.	<a href="#">Grade Reporting &gt; Maintenance &gt; Master Schedule &gt; District Schedule (Auto Grd field)</a>
<input type="checkbox"/> Enable grade posting in txGradebook. <b>NOTE:</b> 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.	<a href="#">Grade Reporting &gt; Maintenance &gt; Gradebook Options &gt; Campus &gt; Options</a> Set <b>Open for Grade Posting</b> to Open.
<input type="checkbox"/> Verify that all instructors are ready to post grades for the semester-cycle.	<a href="#">Grade Reporting &gt; Maintenance &gt; Teacher Posting Status</a>
<input type="checkbox"/> Post grades from txGradebook.	<a href="#">Grade Reporting &gt; Utilities &gt; Grade Posting From TxEIS txGradebook</a>

Task	Resource
<b>Attendance</b>	
<input type="checkbox"/> Disable posting in txGradebook.	<a href="#">Grade Reporting &gt; Maintenance &gt; Gradebook Options &gt; Campus &gt; Options</a> Set <b>Open for Grade Posting</b> 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.	<a href="#">SGR1800 - Compute Attendance in Course Records</a>
<input type="checkbox"/> (Elementary campuses) Compute cumulative year-to-date averages (if the campus does not use semester averages).	<a href="#">Grade Reporting &gt; Utilities &gt; Grade Computation Elementary</a>
<input type="checkbox"/> (Optional) Print class rolls. Distribute to instructors as proof sheets for grade verification.	<a href="#">SGR0900 - Class Rolls (Student Grade Information)</a>
<input type="checkbox"/> Post corrected grades.	By individual: <a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Grd Update</a>  By group: <a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Group Maint &gt; Post Grades</a>
<input type="checkbox"/> Update campus control print options before printing report cards.	<a href="#">Grade Reporting &gt; Maintenance &gt; Tables &gt; Campus Control Options &gt; Print Options</a>
<input type="checkbox"/> (Mainly secondary campuses) Assign control numbers to students by period, if you will be printing report cards by control number.	<a href="#">Grade Reporting &gt; Utilities &gt; Assign Control Numbers &gt; Cntrl by Period</a>
<input type="checkbox"/> Print report cards.	Secondary two-semester campuses: <a href="#">Grade Reporting &gt; Reports &gt; Grade Reporting Reports &gt; Report Cards &gt; SGR1300 - Secondary Report Cards (2 Semesters)</a>  Secondary four-semester campuses: <a href="#">Grade Reporting &gt; Reports &gt; Grade Reporting Reports &gt; Report Cards &gt; SGR1350 - Secondary Report Cards (4 Semesters)</a>  Elementary campuses: <a href="#">SGR1400 - Elementary Report Cards</a>

Task	Resource
<b>Attendance</b>	
<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

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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