

### Student Year-at-a-Glance - First Day of School

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## **Student Year-at-a-Glance**

# **First Day of School**

The following tasks must be completed on the first day of school.

Task	Resource		
Attendance			
If using Activate Students/First Day Counts, begin activating students.	ASCENDER & TeacherPortal - Student Activation/First Day Attendance Counts		
If not using Activate Students/First Day Counts:			
Count present students.	SAT0400 - Daily Attendance Summary (balance against SAT1400)		
Enter leaver codes for No Shows.	Registration > Maintenance > Student Enrollment > W/R Enroll		
Print the First Day Principals Report.	<ul> <li>SAT0700 - Student Attendance Summary (set First</li> <li>Day Principal Report to Y)</li> <li>SAT1400 - Schedule of Age/Grade Distributions (set</li> <li>First Day Principal's Report to Y)</li> </ul>		
Run reports for verification.	<ul> <li>SAT0300 - Attendance Proof List</li> <li>SAT0700 - Student Attendance Summary</li> <li>SAT1400 - Schedule of Age/Grade Distributions</li> </ul>		
Grade Reporting			
Print class rolls.	SGR0900 - Class Rolls (Student Grade Information)		
Registration			
Identify No Show students.	SRG2200 - Student No Show Report		



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