



## First Day of School



Table of Contents

First Day of School ..... 1



# Student Year-at-a-Glance

## First Day of School

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

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



## Back Cover