



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.	☐ SAT0700 - Student Attendance Summary (set First Day Principal Report to Y) ☐ SAT1400 - Schedule of Age/Grade Distributions (set First Day Principal's Report to Y)
☐ Run reports for verification.	☐ SAT0300 - Attendance Proof List ☐ SAT0700 - Student Attendance Summary ☐ SAT1400 - Schedule of Age/Grade Distributions
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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