



# Weekly



# Table of Contents

<b>Student Year-at-a-Glance</b> .....	1
<b>Weekly</b> .....	1



# Student Year-at-a-Glance

## Weekly

The following tasks must be done on a weekly basis.

Task	Resource
<b>Attendance</b>	
<input type="checkbox"/> Print attendance letters.	<a href="#">QuickGuide: TxEIS Attendance - Generate Attendance Letters</a>
<input type="checkbox"/> Run entry/withdrawal report.	<a href="#">Attendance &gt; Reports &gt; Attendance Reports &gt; Membership &gt; SAT1700 - Entry/Withdrawal Summary</a>
<b>Registration</b>	
<input type="checkbox"/> Submit Enrollment Event data to the TEA.	<a href="#">TxEIS Registration - Process Texas Unique Student IDs (UIDs)</a>



## Back Cover