



Weekly

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Student Year-at-a-Glance

Weekly

The following tasks must be done on a weekly basis.

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



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