



End-of-Year

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Student Year-at-a-Glance

End of Year

The following tasks must be done at the end of the year.

- Complete the steps in the [MTGR End of Year checklist](#), plus the following:

Attendance	
<input type="checkbox"/> Run the District Attendance and Contact Hours report.	SAT0950 - District Attendance and Contact Hours
Grade Reporting	
<input type="checkbox"/> Run the final honor roll.	<input type="checkbox"/> SGR2001 - A/B Honor Roll
<input type="checkbox"/> Verify the AAR Special Consideration Code.	<input type="checkbox"/> SGR2047 - AAR Multi-Year (SE column on the report)
Registration	
<input type="checkbox"/> Indicate if district generic programs will be moved to the next year records.	Registration > Maintenance > District Profile > Generic Ent/Wd Program Codes (Move Program to Next Year field)
Special Education	
<input type="checkbox"/> Identify and enter hours for the Extended School Year (ESY) special education students.	Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information (select Extended School Year Services , and enter Extended School Year Services Hours and Extended School Year Services Speech Hours)
Backups	
<input type="checkbox"/> Create backups.	For districts hosted at the TCC Data Center, this is done automatically. Otherwise, request that your technical support staff create the backups.



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