

Overview

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Student Year-at-a-Glance	

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Overview

This Student Year-at-a-Glance document is as a suggested timeline for TxEIS Student and State Reporting processes and tasks that occur throughout the school year.

Task	Resource	Season	
SUMMER SCHOOL			
Grade Reporting			
2019-2020), any courses taken dur 2018-2019). Summer school course	urred, and TxEIS is already set up for the next ing the summer must be entered for the prior es are typically entered as prior year transfer of ted, update the grades for those students.	school year (e.g.,	
☐ Enter summer school grades.	Grade Reporting > Maintenance > Student > Individual Maint > Prior Yr Transfer	Summer	
☐ Recalculate averages.	Grade Reporting > Utilities > Historical Grd Avg and Class Ranking or Grade Reporting > Maintenance > Student > Individual Maint > Cumulative Courses See TxEIS Grade Reporting - Recalculate Historical Grade Averages	Summer	
SCHEDULING			
Grade Reporting			
Create schedules for elementary students.	TxEIS Grade Reporting - Complete Scheduling for Elementary Campuses (After MTGR)	Spring	
Scheduling			
Complete scheduling for secondary campuses (or elementary campuses that create schedules before running MTGR).	TxEIS Scheduling Guide: Manual, Automated, or Combination	Spring	
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☐ Complete OCR Submission.	TxEIS OCR Submission	Biennial	

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