



Overview

Table of Contents

Student Year-at-a-Glance 1

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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		
If Move to Grade Reporting has occurred, and TxEIS is already set up for the next school year (e.g., 2019-2020), any courses taken during the summer must be entered for the prior school year (e.g., 2018-2019). Summer school courses are typically entered as prior year transfer courses. After summer school courses are completed, update the grades for those students.		
☐ 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)	Summer
Scheduling		
Complete scheduling for secondary campuses (or elementary campuses that create schedules before running MTGR).	TxEIS Scheduling Guide: Manual, Automated, or Combination	Spring
MOVE TO GRADE REPORTING		
☐ Complete Move to Grade Reporting (MTGR).	End-of-Year & Move to Grade Reporting (MTGR)	Summer
OFFICE OF CIVIL RIGHTS (OCR) BIENNIAL SUBMISSION		
☐ Complete OCR Submission.	TxEIS OCR Submission	Biennial



Back Cover