



## Overview



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# Student Year-at-a-Glance

## 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
<b>SUMMER SCHOOL</b>		
<b>Grade Reporting</b>		
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.		
<input type="checkbox"/> Enter summer school grades.	<a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Prior Yr Transfer</a>	Summer
<input type="checkbox"/> Recalculate averages.	<a href="#">Grade Reporting &gt; Utilities &gt; Historical Grd Avg and Class Ranking</a> or <a href="#">Grade Reporting &gt; Maintenance &gt; Student &gt; Individual Maint &gt; Cumulative Courses</a>  <a href="#">See TxEIS Grade Reporting - Recalculate Historical Grade Averages</a>	Summer
<b>SCHEDULING</b>		
<b>Grade Reporting</b>		
Create schedules for elementary students.	<a href="#">TxEIS Grade Reporting - Complete Scheduling for Elementary Campuses (After MTGR)</a>	Summer
<b>Scheduling</b>		
Complete scheduling for secondary campuses (or elementary campuses that create schedules before running MTGR).	<a href="#">TxEIS Scheduling Guide: Manual, Automated, or Combination</a>	Spring
<b>MOVE TO GRADE REPORTING</b>		
<input type="checkbox"/> Complete Move to Grade Reporting (MTGR).	<a href="#">End-of-Year &amp; Move to Grade Reporting (MTGR)</a>	Summer
<b>OFFICE OF CIVIL RIGHTS (OCR) BIENNIAL SUBMISSION</b>		
<input type="checkbox"/> Complete OCR Submission.	<a href="#">TxEIS OCR Submission</a>	Biennial



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