



## **guide\_summer\_verify\_options**



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1. Verify that Submission Year is set correctly. For the 2016-2017 school year, the field must be set to 2017. 2. Verify that the As-of Date and School Start Window (SSW) Date fields are set correctly. For 2016-2017: zz The As-of Date is 10/28/2016. zz The School Start Window (SSW) Date is 09/30/2016. This is the closing date for the window. 3. Verify that generic codes are properly set for crisis reporting (if applicable), early college high school, T-STEM, and IGC reporting.

On pages in TxEIS TSDS where student records are retrieved, you can click Prev and Next to view the previous and next students in alpha order within a campus or grade level. The following options allow you to indicate if you want to scroll through students within a campus, grade level, or both. If both are selected, the sort is by campus then grade level. zz Select Sort Prev/Next Student Search by Campus if you want to view students alphabetically within the campus of the retrieved student. zz Select Sort Prev/Next Student Search by Grade if you want to view students alphabetically within the grade level of the retrieved student. 5. Click Save.



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