

This checklist should be used as a tool to aid in End of Year Processing.

For more detailed instructions, please refer to the:

- [“How To” Guides or QuickGuides](#)
- [TxEIS State Reporting – TSDS PEIMS Summer Submission Guide](#)

ATTENDANCE

- | | |
|---|--|
| <input type="checkbox"/> Verify that student attendance and the attendance calendars reflect the Instructional Program Type, final end of year membership days, waivers, attendance, etc. | <ul style="list-style-type: none"> *Attendance Reports > Students > SAT1800 – Attendance Audit Report *Maintenance > Campus > Campus Calendar > Track > Retrieve > Print |
| <input type="checkbox"/> Verify that all required attendance audit reports have been generated and balanced from TxEIS and stored for your records including your Local Attendance Accounting Handbook . | <ul style="list-style-type: none"> *Attendance Reports > Audit > SAT0600 – Student Detail Report SAT0900 <u>or</u> SAT0920 – Campus/District Summary Report SAT0670 <u>or</u> SAT0671 – Teacher Membership Roster SAT0500 – Campus Attendance Summary *Attendance Reports > Membership > SAT1000 – Campus Recap Report *Attendance Reports > Students > SAT0400 – Daily Attendance Summary *www.esc15.net > Support Services > TxEIS Student > Attendance <p>Student Attendance Accounting Handbook</p> |
| <input type="checkbox"/> Run Attendance Labels for grade levels that do not use Grade Reporting for Report Cards (i.e. EE, PK) | <ul style="list-style-type: none"> *Attendance Reports > Students > SAT0250 – Attendance Labels |

NOTE: Some reports are **NOT** available in Historical.

DISCIPLINE

- | | |
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| <input type="checkbox"/> Verify that all discipline infractions have been entered | <ul style="list-style-type: none"> *Reports > Discipline > SDS1000 – PEIMS Report *Reports > Discipline > SDS1700 – Discipline Suspension Attendance Verification |
| <input type="checkbox"/> Verify reportable student discipline restraints | <ul style="list-style-type: none"> *Reports > Discipline > SDS0250 – Discipline Student Restraint |
| <input type="checkbox"/> Verify restraints for Special Education students | <ul style="list-style-type: none"> *Special Education > Reports > Student > SEM1100 – Student Special Ed Restraint List |
| <input type="checkbox"/> Identify students who may trigger errors | <ul style="list-style-type: none"> *Reports > Discipline > SDS1300 – Discipline Audit Report |
| <input type="checkbox"/> Verify Bil/ESL students for length of assignment | <ul style="list-style-type: none"> *Reports > Discipline > SDS0300 – Bil/ESL Students in Discipline Setting |



<input type="checkbox"/> Verify Special Educations students for length of assignment	*Reports>Discipline>SDS0200 – Special Education Students in Discipline Setting
<input type="checkbox"/> Verify Career Tech students for length of assignment	*Reports>Discipline>SDS1800 – Career Tech Students in Discipline Setting
<input type="checkbox"/> Auditable Discipline Records Created and Retained for your files	Student Attendance Accounting Handbook TEDS
GRADE REPORTING	
<input type="checkbox"/> End of Semester/End of Year Reports have been printed and saved for your files	Complete School Year Checklists for Elementary Students “How To” Guide Complete School Year Checklists for Secondary Students “How To” Guide
<input type="checkbox"/> Verify CTE Hours	*Maintenance>Master Schedule>District Schedule
<input type="checkbox"/> Verify CTE Coding	*Grade Reporting Reports>Student Verification>SGR1600 – Career and Technology code Verification
<input type="checkbox"/> Verify CTE sections are identified as being taught by CTE-certified teachers on all appropriate campuses	*Maintenance>Master Schedule>Campus Schedule>Section>Teacher *Grade Reporting Reports > SGR2550 –Teaching Assignments -(Instructors) SGR0050 –District Master List -(Master Schedule) SGR0110 –Master Schedule PEIMS-(Master Schedule)
<input type="checkbox"/> Dual Credit Indicator and College Credit Hours ACT Indicator have been updated	*Maintenance > Master Schedule>Campus Schedule >Section
<input type="checkbox"/> OnRamps dual enrolment course is updated (if applicable)	
<input type="checkbox"/> Non Campus Based Codes are set for courses taught at off campus. Sections not taught by a district employee (i.e. College, DAEP)	
<input type="checkbox"/> PK Submission Data: (Verify) PK Curricula, HQ PK, Student Instruction, PK School Type, Home Room Indicator, PK Program Evaluation Type, Teacher/PK Aide rows coded.	*Grade Reporting Reports>Master Schedules SGR0110 – Master Schedule PEIMS (Grd Rptng)
<input type="checkbox"/> Verify that the end-of-year report cards have been run	Complete School Year Checklists for Elementary Students “How To” Guide Complete School Year Checklists for Secondary Students “How To” Guide

- Grade Averaging and Class Ranking

NOTE: If the high school GPA includes high school credit classes taken at the middle school, check your district policy to see if you should run the Grade Averaging and Class Ranking utility at the middle school for grade levels with credit level “H” courses.

TxEIS Grade Reporting – Run Grade Averaging and Class Ranking “How To” Guide

- Verify the transcripts (AAR) and grade labels have been printed for all students at all campuses

*Grade Reporting Reports>Grades>SGR2047 – AAR Multi-Year

*Grade Reporting Reports>Grades>SGR2081 – Student Grade Labels

*Grade Reporting Reports>Grades>SGR2091 – Elementary Grade Labels

- Set Pass/Fail Indicators for Grades 01-12 (PK and KG indicators will set to 00 when extracted to State Reporting) –(Local course #'s will not be reported)

*Utilities>Assign Pass Fail Indicators

*Grade Reporting Reports>Student Verification>SGR1920 – Pass/Fail Verification List

- Generate and save the txGradebook Assignment Audit Report.

*Grade Reporting Reports>Grades>SGR4500 – txGradebook Assignment Audit Report (Sort Order parameter should be set to print by instructor)

REGISTRATION

- Verify all students have a Texas Student Unique ID and Enrollment File Processed

*Registration>Utilities>Texas Unique Student ID Processing>UID Assignment and UID Enrollment

- Verify TSDS UID Presumed Duplicate Student Report for Enrollment – UID0-000-001

*esc15.net>Support Services>TxEIS Student>Registration>Student TSDS UID Reports

- Complete each campus coding for Expanded Learning Opportunities (ELO) **(NEW)**

*Registration>Maintenance>Campus Profile>Campus Programs>Expanded Learning(ELO)

*Registration>Reports>Registration Reports>Programs

SRG0100-Campus Information

- Indicate Full – Full Day PK Waiver (if applicable) **(NEW)**

*Registration>Maintenance>Campus Profile>Campus Information Maintenance>Control Info

Full Day PK Waiver Indicator

- Verify all student program enrollment status and Entry/Withdrawal dates

*Registration>Reports>Create Registration Report (use for specific program verification if needed)

Verify all student program status for Demo 3 indicators

*Registration >Reports>Program >SRG1200 – Student Status Changes by Program

Verify PK Eligible Previous Year **(NEW)**

SRG0600-Student Special Program Listing

SRG0650-PK/Elem Student Special Program Listing

SRG1900 – Generic Programs Enrollment Count

*Grade Reporting>Reports>Grade Reporting Reports>Student Verification

SGR1600-Career & Technology Code Verification

<input type="checkbox"/> Verify Dyslexia Services Indicators (NEW)	<p>*Registration > Demo 3 Dyslexia Risk KG and 01 students only Section 504 Services, SBEC/Trained Staff, Section 39.023 Mods.</p>
<input type="checkbox"/> Set Completed Endorsements to 2-Completed and enter the completion date. Also set Foundation and Distinguished to 2-Completed (if applicable)	<p>*Registration > Maintenance > Student > Demo 3 (if not using Grad Plan) *Graduation Plan > Maintenance > Student > Individual Maintenance > PGP (if using Grad Plan)</p>
<input type="checkbox"/> Verify Industry Credentials or Certification (NEW)	
<input type="checkbox"/> Confirm FHSP Indicators, Military Enlistment, and Associate Degrees	<p>*Demo 3 and/or Graduation Plan-Performance Acknowledgment</p>
<input type="checkbox"/> Verify that the Graduation Type and Graduation Date fields have been updated for all current year 12 th grade students.	<p>Set Graduation Type and Date QuickGuide</p>
<input type="checkbox"/> Verify Generic TAB Coding: -NEW TECH Indicator (NEW) -Crisis Codes – COVID-19 (NEW)	<p>*Generic coding : (if applicable) -INT-Intervention Strategy -504 – Section 504 -PTC – P-Tech -STEM – T-STEM Academy -ECHS – Early College High School -NTC – NEW TECH Network campus (NEW) -Crisis Code – State Health-COVID-19 (NEW) or Weather Related -IGC – Individual Graduation Committee</p>
<input type="checkbox"/> Verify that all auditable Registration records/reports are retained	<p>Student Attendance Accounting Handbook</p>
<input type="checkbox"/> Transfer the high grade level at each campus as a group to the next year campus for all campuses in the district. If this process was completed earlier, run the scheduling transfer again to add all the new students who may have entered school since the last time the scheduling transfer was performed.	<p>Transfer Students to Next Year Campus QuickGuide</p>
<input type="checkbox"/> Verify that the year-end status codes have been assigned for all students at each campus. The year-end status codes are ONLY used during “rollover” to determine if students will be retained or promoted.	<p>Assign Year-End Status Codes Quick Guide</p>

Verify Leaver data – 7-12 Grades

*Registration>Reports>Withdrawal> SRG2100 – Student Withdrawal Report
SRG2200 – Student No Show Report
[TEDS Appendix 8.D: PEIMS Leaver Reason Codes and Documentation Required](#)

SPECIAL EDUCATION

Verify Special Education Coding

*Reports > Special Ed Reports > SEM0800 – PEIMS Related Services List and
*Reports > Special Ed Reports > SEM0850 – PEIMS Verification List

Verify Multi Disabled Indicator Code

*Reports > Special Ed Reports > SEM0850 – PEIMS Verification List

Restraints

*Reports > Special Ed Reports > SEM1100 – Student Special Ed Restraint List

STATE REPORTING

Complete the Summer TSDS PEIMS submission and resubmission (Collection 3)

[TxEIS State Reporting – TSDS PEIMS Summer Submission Guide](#)

Complete the extended TSDS PEIMS submission and resubmission (Collection 4)

[TxEIS State Reporting – TSDS PEIMS Extended Submission Guide](#)

Move to Grade Reporting: (MTGR – Rollover)

SCHEDULING

Verify all campuses in the district have created a next year master schedule, including the elementary campuses. Otherwise, the current year master schedule will not be created, and all campus courses will need to be selected again after “rollover” has been completed.

*Maintenance > Master Schedule > Campus > Courses
*Maintenance > Master Schedule > Campus > Sections
*Maintenance > Master Schedule > Campus > Instructors

Verify that each student has a next year schedule (i.e., assigned courses, sections, and semesters)

*Scheduling > Maintenance > Student Schedules
*Scheduling Reports > Post-Load > SCH2100 – Student Schedule (Next Yr)
*Scheduling Reports > Post-Load > Schedule of Classes (Next Yr)

Identify students who do not have schedules

*Scheduling Reports > Potential Drop List (Next Yr) SCH0200

Generate Student Reject List

*Scheduling > Maintenance > Live Scheduling Load > Student Reject List