TxEIS Move To Grade Reporting

How to:
PERFORM END-OF-YEAR CHECKLIST

Developed by the
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OVERVIEW

This checklist helps you make sure you have completed necessary processes at the end of the school year and should be performed before running the Move To Grade Reporting (MTGR) process.

Prerequisites

■ This guide assumes you are familiar with the basic features of the TxEIS Student system and have reviewed the TxEIS Student Overview guide.

■ You should have completed the Scheduling process for secondary students. See the TxEIS Scheduling - Perform the Scheduling Process for Secondary Students "How To" guide.

■ For more detailed information about individual fields, see the online Help in the TxEIS Student system.

■ This guide is based on TxEIS 2.0.0003.

END-OF-YEAR CHECKLIST

Complete the following steps before you run MTGR.

❑ Verify that all required audit reports have been printed from TxEIS and stored for your records.

- Attendance > Reports > Attendance Reports

    ❑ SAT0400

    ❑ SAT0600

    ❑ SAT0670

    ❑ SAT0900

    ❑ SAT1600 (not required but may be helpful.)

    ❑ SAT1800

    ❑ SAT2300

    ❑ SAT3600

    ❑ SAT3650

    NOTE: Save the reports as .pdf files and store them in a separate folder for future use.

❑ Verify that Academic Achievement Records (AARs) and grade labels have been printed for all students at all campuses.

- Grade Reporting > Reports > Grade Reporting Reports

    ▫ AAR Multi-Year (SGR2047)

    ▫ Student Grade Labels (6195) (SGR2081)

    ▫ Elementary Grade Labels (6193) (SGR2091)

❑ Verify that the Grade Averaging and Class Ranking utility has been run for the current year so the GPA information is saved in the database.

- Grade Reporting > Utilities > 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.

After you run the Grade Averaging and Class Ranking utility for the current year, run the Cumulative Grade Averaging and Class Ranking utility for credit level H.

❑ Verify that the year-end-status codes have been assigned for all students at each campus. The year-end-status codes are used during MTGR to determine if students will be retained or promoted.

- Individually: Registration > Maintenance > Student Enrollment > Demo3

- By group: Registration > Utilities > Reset Values

❑ The high grade level at each campus should be transferred as a group to the next year campus for all campuses in the district. If this process was completed earlier in the year, 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.

- Registration > Utilities > Transfer > Scheduling Transfer

❑ Verify that all campuses in the district have created a next year master schedule, including the elementary campuses. The master schedule can consist of just the campus courses. The next year master schedule must contain at least campus courses. Otherwise, the current year campus master schedule will not be created, and all campus courses will need to be selected again after MTGR is run.

- Scheduling > Maintenance > Master Schedule > Campus > Courses

❑ Verify that each student has a next year schedule (i.e., assigned courses, sections, and semesters). Students who are not assigned to at least one course will not be created for the new school year during MTGR if either **Drop Status = 1 New Sch Yr** or **Drop Unsched Stu New Sch Yr** are selected on the Maintenance > District Profile > Move to Grade Reporting > Campus Move Options in Registration.

To identify students that do not have schedules, run the Potential Drop List (Next Yr) report.

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

❑ Verify that the **Graduation Type** and **Graduation Date** fields have been updated for all current year 12th grade students.

- Registration > Maintenance > Student Enrollment > Demo3 tab.

❑ Complete the summer PEIMS submission and resubmission (Collection 3).

- PEIMS > Utilities > Create TEA Format File

- PEIMS > Utilities > Create TSDS PEIMS Interchanges (early adopters)

NOTE: Leavers are automatically written to the leaver tracking table when MTGR is run. The process is covered in the TxEIS Move To Grade Reporting - Perform Move To Grade Reporting "How To" guide.

❑ Verify the setting of the **Summer Sch. Bil/Esl** field.

- Registration > Maintenance > Student Enrollment > Demo3 tab.

NOTES:

- The code for students in the bilingual/ESL summer school program should indicate that they are eligible for kindergarten or first grade.

- These fields can be entered before running MTGR for the current year. After running MTGR, the fields can also be updated for the prior year if you have been granted historical update access in Security Administration and have full access to the Demo3 tab.

- The fields are cleared in the new school year.

❑ Identify and enter codes for the Extended School Year (ESY) special education students. Select **Extended School Year Services**, and enter data in the **Extended School Year Services Hours** and **Extended School Year Services Speech Hours** fields.

- Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information.

NOTES:

- These fields can be entered before running MTGR for the current year. After running MTGR, the fields can also be updated for the prior year if you have been granted historical update access in Security Administration and have full access to the Program Information tab.

- The fields are cleared in the new school year.

- You will have an option in PEIMS to extract the ESY and bilingual/ESL summer school student information before or after running MTGR.

❑   Extract the extended year PEIMS data.

- PEIMS > Extracts > Extended > Extended School Year

❑   If you have not run MTGR, select **Current School Year** to extract extended year data. The Ending School Year field will display 2014.

❑   If the extract is run after running MTGR, select **Prior School Year** to extract extended year data. The Ending School Year field will display 2014.

NOTE: This extract can occur before or after MTGR.

❑   The **Move Program to Next Year** field allows you to indicate whether you want generic programs at a district level to be moved to the next year. You should set these options before you run MTGR.

- Registration > Maintenance > District Profile > Generic Ent/Wd Program Codes

❑   Select Yes to move the program to the next year.

❑   Select No to drop the program (e.g., it will not be moved to the next year).

❑   The **Special Ed Next Year** field allows you to indicate how you want MTGR to handle data for the next school year.

- Special Education > Maintenance > Student Sp Ed Data > Next Year > Program Information

❑   Leave the field blank to retain the student's current year special education data for next year after MTGR.

❑   Select _Y_ to merge the changed next year fields with the current year data during MTGR.

If any of the following fields are selected, they will be merged with the next year records:

❑   **Multi Disability**

❑   **Early Childhood Intervention**

❑   **Preschool Program (PPCD)**

❑   **Medically Fragile**

❑   **Adaptive PE**

❑ **Adaptive Equipment**

❑ **Assistive Technology**

❑ **Special Seating**

❑ **Wheelchair Code**

Fields that are not selected will not be merged.

NOTE: The **Print Profile** field is automatically selected after MTGR is run.

❑ Select *N* if you do not want to create next year special education records for the student in Special Education or Registration. The **Drop Special Ed Record for New School Yr (if Special Ed Next Yr = N)** field must be selected to drop the Special Education students where the **Next Yr Special Ed** field is set to *No*.

● Registration > Maintenance > District Profile > Move to Grade Reporting > Special Program Options

❑ Print the ᵗˣGradebook Assignment Audit Report (SGR4500). The report displays the categories, assignments, and assignment grades that have been entered in ᵗˣGradebook and includes the cycle and semester averages that were posted to TxEIS. Since this is the end-of-year audit report for ᵗˣGradebook, it is recommended that the **Sort Order** parameter be set to print the report by instructor.

● Grade Reporting > Reports > Grade Reporting Reports > ᵗˣGradebook Assignment Audit Report (SGR4500)

CONCLUSION

Once you have finished this checklist, you are ready to perform the Move To Grade Reporting process. See the TxEIS Move To Grade Reporting - Perform Move To Grade Reporting "How To" guide for more information about this process.

For more detailed information about individual fields, see online Help in the TxEIS Student system.