



## **ADSY Special Ed Attendance (Extended)**



# Table of Contents

|                                                    |          |
|----------------------------------------------------|----------|
| <b>ADSY Special Ed Attendance (Extended)</b> ..... | <b>1</b> |
|----------------------------------------------------|----------|



# ADSY Special Ed Attendance (Extended)

**State Reporting > Maintenance > Extended > ADSY Spec Ed Att**

Update data for the *SpecialProgramsReportingPeriodAttendanceExtension* complex type as needed.

The *SpecialProgramsReportingPeriodAttendanceExtension* complex represents the recording of attendance for a student's special programs reporting period.

[Cross reference for Student Special Ed Att tab:](#)

| State Reporting Field                                                                                                                         | Element                                                    | ASCENDER Field(s)                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <b>Registration &gt; Maintenance &gt; Student Enrollment &gt; W/R Enroll</b>                                                                  |                                                            |                                                                                          |
| <b>Campus ID</b>                                                                                                                              | CAMPUS-ID-OF-ENROLLMENT (E0782)                            | <b>Entry/Exit Date</b>                                                                   |
| <b>Track</b>                                                                                                                                  | INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975)                 | <b>Track</b>                                                                             |
| <b>Grade</b>                                                                                                                                  | GRADE-LEVEL-CODE (E0017) (Code table: C050)                | <b>Grade (where Entry/Exit are within Report Period dates per Campus Calendar/Track)</b> |
| <b>Elig Days Present</b>                                                                                                                      | TOTAL-ELIGIBLE-DAYS-PRESENT (E0937)                        | <b>Entry Date/Exit Date Eligibility Code</b>                                             |
| <b>Attendance &gt; Maintenance &gt; Campus &gt; Campus Calendar</b>                                                                           |                                                            |                                                                                          |
| <b>Report Period</b>                                                                                                                          | REPORTING-PERIOD-INDICATOR-CODE (E0934) (Code table: C130) | <b>Track Begin School Begin Cycle</b>                                                    |
| <b>Days Taught</b>                                                                                                                            | NUMBER-DAYS-TAUGHT (E0935)                                 | <b>Mem Days</b>                                                                          |
| <b>Registration &gt; Maintenance &gt; Student Enrollment &gt; SpecEd</b>                                                                      |                                                            |                                                                                          |
| <b>Instructional Setting</b>                                                                                                                  | INSTRUCTIONAL-SETTING-CODE (E0173) (Code table: C035)      | <b>Instl Set</b>                                                                         |
| <b>RDSPD</b>                                                                                                                                  | REG-DAY-SCH-PROG-DEAF-CODE (E0833) (Code table: C067)      | <b>Regional Day School Deaf</b>                                                          |
| <b>District of RDSPD Service</b>                                                                                                              | DISTRICT-OF-RDSPD-SERVICE RDSD (E1527)                     | <b>RDSD Fiscal Agent</b>                                                                 |
| <b>Registration &gt; Maintenance &gt; Student Enrollment (Directory)</b>                                                                      |                                                            |                                                                                          |
| <b>Local ID</b>                                                                                                                               | LOCAL-STUDENT-ID (E0923)                                   | Campus ID plus student ID (most current campus of enrollment for the school year)        |
| <b>Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo1<br/>Registration &gt; Maintenance &gt; Student Enrollment &gt; SpecEd</b> |                                                            |                                                                                          |
| <b>Eligible Days Present</b>                                                                                                                  | TOTAL-ELIGIBLE-DAYS-PRESENT (E0937)                        | <b>Elig Code *<br/>Entry/Exit Date</b>                                                   |

| State Reporting Field | Element                                       | ASCENDER Field(s)                                                                                               |
|-----------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Excess Hours          | EXCESS-HOURS-IN-INSTRUCTIONAL-SETTING (E0945) | Calculated: If CTE Hours + SpecEd hours is greater than 6, then Excess Hours is (CTE Hours + SpecEd Hours) - 6. |

\* If eligibility code is 1, 3, or 4, then a value of 1 is added to the Eligible Days for every membership day that falls within the Special Ed enrollment dates for the student's campus/track. Then any ADA absences during the ADA period within the student's special ed program dates are subtracted from the Eligible Days to get the Eligible Days Present. If the student's eligibility code is 2, 6, or 5, then a value of .5 is added to the Eligible Days for every membership day that falls within the Special Ed enrollment dates for the student's campus/track and .5 is subtracted for every ADA absence.

## Modify a record:

[Select a student](#)

To retrieve a student's records, select the student in one of the following ways:

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Stu ID</b>              | Begin typing the student ID. As you begin typing the student ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.                                                                                                                                                                           |
| <b>Stu Name</b>            | Begin typing the student's name in one of the following formats: <ul style="list-style-type: none"> <li>• Last name, comma, first name</li> <li>• Last name initial, comma, first name initial</li> </ul> <p>As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. The drop-down list also displays student IDs, and grade levels. From the drop-down list you can select the student.</p> |
| <b>Texas Unique Stu ID</b> | Begin typing the student's Texas Unique Student ID. As you begin typing the ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list also displays student's last name, first name, middle name, and grade level. From the drop-down list you can select the student.                                                                                                                                 |
| <b>Directory</b>           | Click <b>Directory</b> to select a student from the <a href="#">directory</a> .                                                                                                                                                                                                                                                                                                                                                                     |

☐ Click **Retrieve** to retrieve the selected student.

☐ Click **+Add** to add a blank row.

|                  |                                                                                                                                          |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Campus ID</b> | CAMPUS-ID-OF-ENROLLMENT (E0782)<br><br>Type or select the three-digit campus ID.                                                         |
| <b>Track</b>     | INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975)<br>Code table: C141<br><br>Select the campus calendar track to which the student is assigned. |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Report Period</b>            | REPORTING-PERIOD-INDICATOR-CODE (E0934)<br>Code table: C130<br><br>Select the period for which the data is being reported.                                                                                                                                                                                                                                                                                 |
| <b>Days Taught</b>              | NUMBER-DAYS-TAUGHT (E0935)<br><br>Type the number of days of instruction offered per the school calendar during the selected <b>Report Period</b> .                                                                                                                                                                                                                                                        |
| <b>Grade</b>                    | GRADE-LEVEL-CODE (E0017)<br>Code table: C050<br><br>Select the student's current grade level.                                                                                                                                                                                                                                                                                                              |
| <b>Instructional Setting</b>    | INSTRUCTIONAL-SETTING-CODE (E0173)<br>Code table: C035<br><br>Select the code for the setting used to provide instruction to student.                                                                                                                                                                                                                                                                      |
| <b>RS Instructional Setting</b> | RS-INSTRUCTIONAL-SETTING-CODE (E1692)<br>Code table: C035<br><br>Select the code for the setting used to provide Remote Synchronous (RS) instruction to student.                                                                                                                                                                                                                                           |
| <b>RA Instructional Setting</b> | RA-INSTRUCTIONAL-SETTING-CODE (E1693)<br>Code table: C035<br><br>Select the code for the setting used to provide Remote Asynchronous (RA) instruction to student.                                                                                                                                                                                                                                          |
| <b>Eligible Days Present</b>    | ELIGIBLE-DAYS-PRESENT-IN-INSTR-SETTING (E0944)<br>Type the number of days the student was eligible and present in a designated instructional setting during the selected reporting period. This is calculated as the total number of days the student was enrolled in special education in a particular instructional setting minus the number of days the student was absent.                             |
| <b>RS Eligible Days Present</b> | RS-ELIGIBLE-DAYS-PRESENT-IN-INSTR-SETTING (E1690)<br>Type the number of days the student was eligible and Remote Synchronous (RS) present in a designated instructional setting during the selected reporting period. This is calculated as the total number of days the student was enrolled in special education in a particular instructional setting minus the number of days the student was absent.  |
| <b>RA Eligible Days Present</b> | RA-ELIGIBLE-DAYS-PRESENT-IN-INSTR-SETTING (E1691)<br>Type the number of days the student was eligible and Remote Asynchronous (RA) present in a designated instructional setting during the selected reporting period. This is calculated as the total number of days the student was enrolled in special education in a particular instructional setting minus the number of days the student was absent. |
| <b>Excess Hours</b>             | EXCESS-HOURS-IN-INSTRUCTIONAL-SETTING (E0945)<br>Type the number of hours above the allowable six hours per day of combined CTE and special education and related services in a designated instructional setting during a particular reporting period. The Foundation School funding for LEAs is limited to six contact hours per day per student.                                                         |
| <b>RS Excess Hours</b>          | RS-EXCESS-HOURS-IN-INSTRUCTIONAL-SETTING (E1694)<br>Type the number of hours above the allowable six hours per day of Remote Synchronous (RS) combined CTE and special education and related services in a designated instructional setting during a particular reporting period. The Foundation School funding for LEAs is limited to six contact hours per day per student.                              |

|                                  |                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RA Excess Hours</b>           | RA-EXCESS-HOURS-IN-INSTRUCTIONAL-SETTING (E1695)<br>Type the number of hours above the allowable six hours per day of Remote Asynchronous (RA) combined CTE and special education and related services in a designated instructional setting during a particular reporting period. The Foundation School funding for LEAs is limited to six contact hours per day per student. |
| <b>RDSPD</b>                     | Code table: C067<br><br>Select the code indicating the student's enrollment in the regional day school program for the deaf (RDSPD).                                                                                                                                                                                                                                           |
| <b>District of RDSPD Service</b> | Type the county-district number for the district providing RDSPD services to the student.                                                                                                                                                                                                                                                                                      |

☐ Click **Save**.

**Add****Add a student.**

Click to add a student who does not already exist in ASCENDER State Reporting tables. Manual entry of a student is rare and generally only needed when a district is using ASCENDER State Reporting only. Most districts extract the data from ASCENDER. If you add or modify a student record in ASCENDER State Reporting, you should also update in ASCENDER (live).

**State Stu ID**

This field is required only if you are adding a new student in State Reporting. Otherwise, the ID is extracted from Registration and not editable.

- The first character must start with S or 0-8.
- The first three characters cannot be 000, 666, or 900-999.
- The middle digits (4th and 5th digit) cannot be 00.
- The last four digits cannot be 0000.
- The number cannot be 123456789, 219099999, or 078051120.

The following fields are required:

| Fall                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Summer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Extended                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• <b>State Stu ID</b></li> <li>• <b>First Name</b></li> <li>• <b>Last Name</b></li> <li>• <b>Sex</b></li> <li>• <b>Date of Birth</b></li> <li>• <b>Grade Level</b></li> <li>• At least one race must be selected.</li> <li>• <b>TX Unique Student ID</b></li> <li>• <b>Attribution Code</b></li> <li>• <b>Economic Disadvantage</b></li> <li>• <b>Homeless Status</b></li> <li>• <b>Asylee/Refugee</b></li> <li>• <b>As of Status</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>State Stu ID</b></li> <li>• <b>First Name</b></li> <li>• <b>Last Name</b></li> <li>• <b>Sex</b></li> <li>• <b>Date of Birth</b></li> <li>• <b>Grade</b></li> <li>• At least one race must be selected.</li> <li>• <b>TX Unique Student ID</b></li> <li>• <b>Attribution Code</b></li> <li>• <b>Economic Disadvantage</b></li> <li>• <b>Homeless Status</b></li> <li>• <b>Asylee/Refugee</b></li> <li>• <b>As of Status</b></li> <li>• <b>Campus</b></li> <li>• <b>Foundation Coursework</b></li> <li>• <b>Unaccompanied Youth Status</b> (if <b>Homeless Status</b> is not 0)</li> <li>• <b>Career and Technical Ed</b></li> <li>• <b>Foster Care</b></li> <li>• <b>Military Connected</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>State Stu ID</b></li> <li>• <b>First Name</b></li> <li>• <b>Last Name</b></li> <li>• <b>Sex</b></li> <li>• <b>Date of Birth</b></li> <li>• <b>Grade Level</b></li> <li>• At least one race must be selected.</li> <li>• <b>TX Unique Student ID</b></li> <li>• <b>Foster Care</b></li> </ul> |

Click **Save**.

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>+Add</b>                                                                       | Add a special ed attendance record for the student.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|  | <p><a href="#">Delete a row.</a></p> <p>Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Delete</b>                                                                     | <p><a href="#">Delete all of the student's records.</a></p> <p>Click <b>Delete</b> to delete all of the student's records. A confirmation message is displayed.</p> <p>Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Change ID</b>                                                                  | <p><a href="#">Change the student's ID.</a></p> <p>The <b>Change ID</b> button is disabled until a student is retrieved on the page.</p> <p>Retrieve a student, and click <b>Change ID</b>. The <b>Change Student ID</b> section is displayed at the top of the page.</p> <p>In the <b>New Student ID</b> field, type a valid social security number that you would like to change the existing ID to, and then click <b>Submit</b>.</p> <p>The <b>Change Student ID</b> dialog box is displayed prompting you to review the change ID request information and accept the information if it is correct.</p> <p>Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b>.</p> |



## Back Cover