



## **Flexible Attendance CTE (Extended)**



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# Flexible Attendance CTE (Extended)

**TSDS > Maintenance > Extended > Flex Att CTE**

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.

## 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><br>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. |
| <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.

| Field         | Description                                                                                   |
|---------------|-----------------------------------------------------------------------------------------------|
| <b>Campus</b> | CAMPUS-ID-OF-ENROLLMENT (E0782)<br><br>Type or select the three-digit campus ID.              |
| <b>Grade</b>  | GRADE-LEVEL-CODE (E0017)<br>Code table: C050<br><br>Select the student's current grade level. |

| Field                              | Description                                                                                                                                                                                                                                                 |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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>Flexible Attendance Program</b> | FLEXIBLE-ATTENDANCE-PROGRAM-TYPE-CODE (E1045)<br>Code table: C177<br><br>Select the code indicating whether the student's flexible attendance is related to the OFSDP (Optional Flexible School Day Program) or the HSEP (High School Equivalency Program). |
| <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>CTE Minutes Present</b>         | FLEX-ATTEND-TOTAL-CAREER-TECH-MINUTES-PRESENT (E1053)<br><br>Type the total number of minutes the student was present, eligible, and enrolled in an approved CTE course during a particular reporting period.                                               |

Click **Save**.

### Other functions and features:

|                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Add</b>                                                                          | Add a 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> |

**Prev and  
Next**[Scroll through students.](#)

Once a student is retrieved, click **Prev** or **Next** to scroll to the previous or next student alphabetically.



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