



---

# Flexible Attendance Special Ed (Extended)



# Table of Contents

**Flexible Attendance Special Ed (Extended) ..... 1**



# Flexible Attendance Special Ed (Extended)

**TSDS > Maintenance > Extended > Flex Att Spec Ed**

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>            | <p>Begin typing the student's name in one of the following formats:</p> <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.

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

| 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>Instructional Setting<br/>Instructional Setting 2<br/>Instructional Setting 3</b> | INSTRUCTIONAL-SETTING-CODE (E0173)<br>Code table: C035<br><br>Select the instructional setting used to provide instruction to the student.  |
| <b>Eligible Days<br/>Eligible Days 2<br/>Eligible Days 3</b>                         | FLEX-ATTEND-DAYS-ELIGIBLE-IN-INSTR-SETTING (E1051)<br><br>Type the total number of school days the student was eligible for a particular special education instructional setting that was eligible for Foundation School Program funding during the reporting period.   |
| <b>Excess Minutes<br/>Excess Minutes 2<br/>Excess Minutes 3</b>                      | FLEX-ATTEND-EXCESS-MINUTES-IN-INSTR-SETTING (E1052)<br><br>Type the number of minutes above the allowable 360-minute daily limit of combined Career & Technical Education (CTE), special education, and related services in the designated instructional setting the student was served during the selected reporting period. |

Click **Save**.

### Other functions and features:

|   |  |
|---|--|
| <b>Add</b>  | Add a student.   |
|  | <a href="#">Delete a row.</a><br>Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click <b>Save</b> . |
| <b>Delete</b>   | <a href="#">Delete all of the student's records.</a><br>Click <b>Delete</b> to delete all of the student's records. A confirmation message is displayed.<br><br>Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b> .                              |

|                      |   |
|----------------------|---|
| <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> |
| <b>Prev and Next</b> | <p><a href="#">Scroll through students.</a></p> <p>Once a student is retrieved, click <b>Prev</b> or <b>Next</b> to scroll to the previous or next student alphabetically.</p>  |



## Back Cover