



extended_submission_adsy_options

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Attendance > Maintenance > Addtnl Days Program > ADSY Options

This page allows you to set create a track that will be used at the campus for the Additional Days Program.

NOTE: Tracks cannot be duplicated.

Save

Track: 03 Description: ADDITIONAL DAYS SCHOOL PROGRAM Cancel

Instructional Minutes: 120

	Calendar Date	Instructional Minutes
1		120
2		120
3		120
4		120
5		120
6		120
7		120
8		120
9		120
10		120
11		120
12		120
13		120
14		120

Total Days: 14Total Minutes: 1680

Add a new track:

☐ Click **Add**.

The screenshot shows a form with a 'Save' button at the top left. Below it, there are three fields: 'Track' with a dropdown arrow, 'Description' with a text input box, and 'Instructional Minutes' with a numeric input box showing '0'. To the right of these fields are three buttons: 'Retrieve', 'Add' (which is circled with a thick black line), and 'Delete'.

- ☐ Type the new 2-digit track number in the **Track** field. This number cannot be a regular attendance track.
- ☐ Enter a program description for the track in the **Description** field.
- ☐ Enter a number of minutes in the **Instructional Minutes** field.

The screenshot shows a form with a 'Save' button at the top left. Below it, there are three fields: 'Track' with a text input box, 'Description' with a text input box, and 'Instructional Minutes' with a numeric input box showing '0'. To the right of these fields is a 'Cancel' button.

- ☐ Click **Save** or click **Cancel** to return.

Track	(Required) Select the attendance track.
Description	Type a description of the track, up to 50 characters. This description will appear in the Track field drop-down list on most Attendance > Maintenance > Addtl Days Program pages.
Instructional Minutes	(Required) The minimum number of minutes that can be entered is 120. When the Instructional Minutes are entered in this field and saved, the daily Instructional Minutes in the table will populate and be editable.

- ☐ Enter the dates of the program in the **Calendar Date** fields up to 30 days.
 - ADSY days can be on any day throughout the year as long as the day remains non-compulsory and does not take place on a required instructional day.
 - ADSY days can be held during the summer prior to or before a school year (May - August), on designated intersessional days throughout the year, or on weekends.
 - Dates may not be duplicated.

Save

Track:

Description:

Cancel

Instructional Minutes:

	Calendar Date	Instructional Minutes
1		120
2		120
3		120
4		120
5		120
6		120
7		120
8		120
9		120
10		120
11		120
12		120
13	--	
14	--	

Total Days: 12

Total Minutes: 1440

- **Total Days** populates as dates are entered and will auto-sort at **Save**.
- **Total Minutes** will auto-populate at **Save**.

Delete a track:

- ☐ Click **Delete** to delete a track from ADSY reporting.

Save

Student Information

Track: 03 Description: ADDITIONAL DAYS SCHOOL PROGRAM Retrieve Add Delete

Instructional Minutes: 120

	Calendar
1	12-01-20
2	12-02-20
3	12-03-20
4	- -
5	- -

Delete ADSY Options Warning

X

You are about to delete the track from ADSY reporting for both Options and Calendar. Do you wish to continue?

YesNo