



Create a new track:

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The Adjust Minutes type can be used when the daily minutes need to be extended or shortened.

An Adjusted Minutes day is a membership day.

NOTE: For the 2020-2021 school year, use **Adjust Minutes** for early release because shortened waiver days are no longer applicable as waiver days.

Select one or more dates on the calendar, and click **Adjust Minutes**.

Type of Min
Min
Event

Click **OK**.

Click **Save**.

The **Daily Mins (DM)** (cycle total) and **Yearly Total Mins** are automatically adjusted according to the difference between the **Daily Minutes** and the **Min** value entered. Following the previous example, both totals are reduced by 30 minutes ($450 - 420 = 30$) for each adjusted date.

Note that the dates on the calendar are now shaded pink because they are adjusted minutes days. The numbers are black because they are membership days.

The Staff Development Waivers are used when staff has training. This could include days when students are in attendance.

NOTE: Effective as of the 2018-2019 school year:

Staff Development Waiver Days are not allowed before the first day of school or after the last day of school (Rules 10200-0037 and 10200-0038).

Staff Development Waiver Days are allowed on the first or last day of school, as long as there are some instructional minutes on that date.

For the 2018-2019 school year and beyond, a staff development waiver day *may be* a membership day if there are instructional minutes.

Select one or more dates on the calendar, and click **Waiver**.

Event			
Type of Min	Waiver Minutes	Type the number of waiver minutes needed.	
	Daily Minutes	Type the number of minutes of instruction that will occur on this date.	
		Attendance was taken	Indicate whether the day is operational/instructional or not:

Click **OK**.

Click **Save**.

- The **Daily Mins (DM)** (cycle total) is decreased by the number of waiver minutes (i.e., **Minimum Daily Minutes**).
- The **Waiver Mins (WM)** (cycle total) is increased by the number of waiver minutes.
- The **Yearly Total Mins** remains the same.

Note that the date on the calendar is now shaded yellow because it is a waiver day. The number is green because it is now an in-service date.

Also, a membership day is removed from the count in the **Mem Days** column for the cycle in which the selected date occurs (if applicable).





Click **Save**.

Be sure to enter the cycle end dates for the track on [Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters NYR](#).




Other functions and features:

Print [Print the calendar.](#)

Review the report using the following buttons:

- Click  to go to the first page of the report.
- Click  to go back one page.
- Click  to go forward one page.
- Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

- Click  to save and print the report in PDF format.
- Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
- Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

IMPORTANT! Once the next year calendar is added, verify that all the information is accurate and the correct numbers of membership days and minutes are displayed.

Copy a next year calendar:

Attendance > Maintenance > Campus > Next Year Copy Calendar

Under **From Campus Track:**

Select the campus-track *from* which to copy data:

Campus	
Track	
Description	<p>The description of the selected track is displayed if it has been entered on Attendance > Maintenance > Campus > Next Year Campus Options.</p> <p>You can add or update the description that will be copied to the To Campus Tracks. Type a description of the track, up to 50 characters.</p> <p>NOTE: Changing the description here does NOT change the description at the From Campus Track.</p> <p>If you changed the description and wish to reset it to the original description, click the Reset icon.</p> <p>This functionality is available starting with the 2018-2019 school year.</p>

Next year cycle information is displayed for the selected campus-track:

Begin Dt	
Mem Days	
Total Daily Min (DM)	
Total Waiver Min (DM)	
Total (yearly)	

Campus Options for the **From Campus Track** are displayed for your reference. The information is maintained on [Maintenance > Campus > Next Year Campus Options](#) unless otherwise indicated.

When you double click any value in that grid, all fields in that grid are enabled, allowing you to change what is copied to the **To Campus Tracks**.

NOTE: Changing the value here does NOT change the value at the **From Campus Track**.

Before copying to the **To Campus Tracks**, update the values as needed:

Instr Pgm Type	
Grading Cycle Type	
Last Day of School	
AM/PM or Both	
ADA Posting Prd	
First/Last Prd Nbr	
Nbr of Prds	
Special Programs	
Type KG	
Optional Semester	

Calendar Instructional/Operational Minutes	For 2018-2019 school year and later, the heading and fields displayed change according to the Instr Pgm Type associated with the selected Track :	
	<ul style="list-style-type: none"> • If the selected track is associated with Instr Pgm Type 01, 02, 03, or 13-15, the heading is Calendar Operational Minutes. • If the selected track is associated with Instr Pgm Type 04-12 or blank, the heading is Calendar Instructional Minutes. • Prior to the 2018-2019 school year, Instr Pgm Type is not available. The heading is Calendar Minutes. 	
	Daily Mins	The daily minutes is displayed.
Shortened Daily Mins	The shortened daily minutes is displayed.	

Select the campus-tracks to copy the calendar and options to.

NOTE: Campus options for at least one track must be entered. Otherwise, the campus will not be listed under **To Campus Tracks**.

IMPORTANT:

If the calendar and/or options differ at the From and To campus-tracks, the calendar and/or options at the To campus-track will be overwritten according to your selections.

When changing the **Grading Cycle Type** for the To campus-track, you must also update **Track End Dates** on [Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters NYR](#)

Check boxes are color coded as follows:

- Attendance options exist for the track, but not a calendar. The **Minimum Daily Mins, Daily Mins, Shortened Min Daily Mins**, and **Shortened Daily Min** values are all the same at both campus-tracks.

Attendance options exist for the track, but not a calendar. At least one of the **Minimum Daily Mins, Daily Mins, Shortened Min Daily Mins**, and **Shortened Daily Min** values are different

at the From and To campus-tracks. Note that only the basic calendar will be copied to the To track calendar (Membership day, Begin School, Begin Cycle, End of School, Weekend, Holiday, and Inservice day). The special days (Weather Day, Waiver Day, Make-up Day and Adjust Membership) are not copied.

- Neither calendar nor attendance options exist for the track.

Calendar and attendance options exist for the track. The **Minimum Daily Mins**, **Daily Mins**, **Shortened Min Daily Mins**, and **Shortened Daily Min** values are all the same at both campus-tracks.


Calendar and attendance options exist for the track. At least one of the **Minimum Daily Mins**, **Daily Mins**, **Shortened Min Daily Mins**, and **Shortened Daily Min** values are different at the From and To campus-tracks. Note that only the basic calendar will be copied to the To track calendar (Membership day, Begin School, Begin Cycle, End of School, Weekend, Holiday, and Inservice day). The special days (Weather Day, Waiver Day, Make-up Day and Adjust Membership) are not copied.

The box is displayed for the **From Campus Track**. A campus-track cannot be copied to itself.

The check box is disabled because attendance has been posted on at least one date this school year for this campus-track.

A check box is not displayed if that track does not exist at the campus.

Create a new track:

Click  to add a new campus-track.

A text input field appears in place of the button, allowing you to type a new two-digit track.

NOTE: To cancel, double-click the input field, and the button is again displayed.

IMPORTANT: After typing the track, press ENTER.

The track is added to the grid and is selected by default.

The new track is not saved until you click **Copy** with that track selected. Once saved, the new track will appear in **Track** drop-down fields across ASCENDER for the next school year.

Click **Copy**.

The **From Campus Track** calendar and options are copied to the selected tracks according to your selections. Any new tracks are created.