



## **Create a new track:**

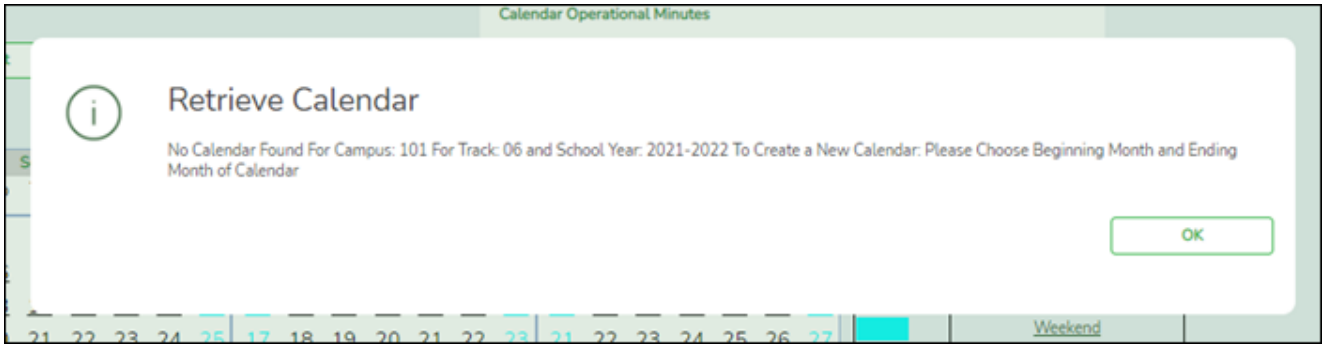


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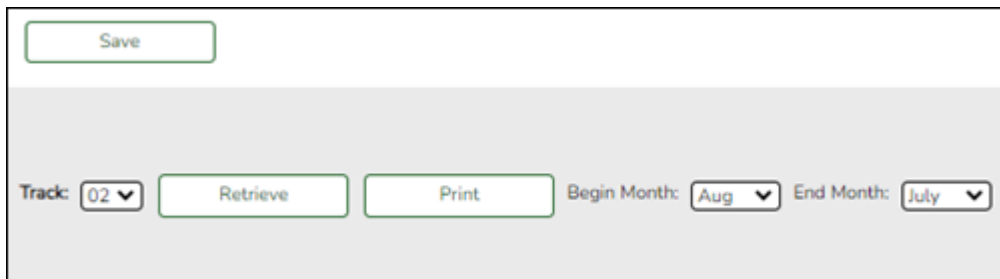
**Create a new track:** ..... i  
**Create a new track:** ..... 11







The **Begin Month** and **End Month** are only displayed when you select a track that has campus next year options saved but no next year calendar data entered:



<b>Begin Month</b>
<b>End Month</b>

The **Daily Minutes** and **Shortened Daily Minutes** fields display the data entered for the selected track in the **Calendar Minutes** section on [Maintenance > Campus > Next Year Campus Options](#).

**Add events to the calendar:**

**IMPORTANT:** Once **Adjust Minutes** and **Waiver Minutes** are entered, you are no longer able to adjust **Daily Minutes** on the Next Year Campus Options page.

Click a date on the calendar to select it.

The day is outlined in red. You can select multiple dates.

(To unselect a date on the calendar, click the date again.)

<p><b>Legend</b></p>	<p>Use the legend to apply a Day Type to the selected date.</p> <p>The legend has two sections:</p> <p>The upper section is for designating Day Types, such as first and last day of school, holidays, cycle begin dates, etc.</p> <p>The lower section is for adjusting school day minutes and waivers. The lower section is only enabled for saved calendars.</p> <table border="1" data-bbox="331 667 1473 1131"> <tr> <td data-bbox="331 667 576 1131"> <p><b>Day Type Selection</b></p> </td> <td data-bbox="576 667 1473 1131"> <p>Click a Day Type for the selected date(s). Click the description of the day, not the colored square.</p> <p>For example, if the selected date is the first day of a cycle, click Begin Cycle in the legend. The date changes to the color that corresponds to that Day Type.</p> <p>If you clicked an incorrect type of day, click the date on the calendar again, and then click the correct Day Type.</p> <p>To change a date back to a regular membership day, click the date on the calendar again, and then click the Membership Day Type.</p> </td> </tr> </table> <p>If you change the date for the end of semester 1, the corresponding grade reporting cycle end date is changed to match the new calendar date.</p> <p>If you change the last day of school, the corresponding grade reporting cycle end date is changed to match the new calendar date. A message is displayed when you save.</p> <p>If any of the previously set cycle end dates are no longer valid membership days, the cycle end date is changed to the last membership day before the original cycle end date. A message is displayed when you save.</p>	<p><b>Day Type Selection</b></p>	<p>Click a Day Type for the selected date(s). Click the description of the day, not the colored square.</p> <p>For example, if the selected date is the first day of a cycle, click Begin Cycle in the legend. The date changes to the color that corresponds to that Day Type.</p> <p>If you clicked an incorrect type of day, click the date on the calendar again, and then click the correct Day Type.</p> <p>To change a date back to a regular membership day, click the date on the calendar again, and then click the Membership Day Type.</p>
<p><b>Day Type Selection</b></p>	<p>Click a Day Type for the selected date(s). Click the description of the day, not the colored square.</p> <p>For example, if the selected date is the first day of a cycle, click Begin Cycle in the legend. The date changes to the color that corresponds to that Day Type.</p> <p>If you clicked an incorrect type of day, click the date on the calendar again, and then click the correct Day Type.</p> <p>To change a date back to a regular membership day, click the date on the calendar again, and then click the Membership Day Type.</p>		

**Membership Days**

In the grid below the legend, data is calculated when the calendar data is saved:

Rptng Period	Mem Days	Shrtnd Mem Waiver Days	Non Mem Waiver Days	Daily Mins (DM)	Waiver Mins (WM)
Cycle 1	23	0	0	23	0
Cycle 2	43	0	0	43	0
Cycle 3	43	0	0	43	0
Cycle 4	22	0	0	22	0
Cycle 5	20	0	0	20	0
Cycle 6	67	0	0	67	0
<b>Total:</b>	<b>218</b>	<b>0</b>	<b>0</b>	<b>218</b>	<b>0</b>

<b>Yearly Total Mins(DM+WM):</b>	<b>218</b>
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Warning! Yearly Total Mins (DM+WM) must meet TEA guideline about minutes of operation.

<b>Rptng Period</b>	Reporting periods for the campus are listed.
<b>Mem Days</b>	The number of membership days for each cycle is calculated and displayed.
<b>Shrtnd Mem Waiver Days</b>	The number of shortened membership waiver days for each cycle is calculated and displayed.
<b>Non Mem Waiver Days</b>	The number of non-membership waiver days for each cycle is calculated and displayed.
<b>Daily Mins (DM)</b>	The total number of instructional minutes for the cycle is calculated and displayed.
<b>Waiver Mins (WM)</b>	The total number of waiver minutes for the cycle is calculated and displayed.
<b>Yearly Total Mins (DM+WM):</b>	The total is calculated by adding the total number of daily minutes plus the total number of waiver minutes for the year.  <b>NOTE:</b> This value cannot be less than the state-mandated requirement of 75,600, except in rare circumstances. Under no circumstances can the total minutes be less than 71,400.

As you adjust membership minutes, the **Daily Mins (DM)**, **Waiver Mins (WM)**, and **Yearly Total Mins (DM+WM)** fields (below the legend) change accordingly.

When you apply a Day Type requiring minute adjustments to a valid membership date, a pop-up window provides options for adjusting minutes. The pop-up windows vary according to the adjustment you clicked:

**Adjust Minutes**

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:** 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**.

<b>Type of Min</b>	The field is set to Daily Minutes and cannot be modified.
<b>Min</b>	The <b>Daily Minutes</b> value is displayed by default. Type over existing data with the adjusted number of minutes of instruction on that date.
<b>Event</b>	The field is set to <i>01:Instructional Day</i> and cannot be modified.

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.

Make-up and Weather Day are disabled in the next year calendar.

## Waiver Days

Waivers are used to get credit for minutes lost to legitimate school closures, including Staff Development Days. The **Daily Mins (DM)** for the cycle are decreased by the number of lost minutes, but the **Waiver Mins (WM)** for the cycle are increased for that number of minutes; therefore the **Yearly Total Mins** remains unchanged because it is a zero sum.

**Review the TEA Student Attendance Accounting Handbook (SAAH), Section 3.8 for rules and guidance.**

**NOTE:** For the 2018-2019 school year, use adjust minutes for early release because shortened waiver days are no longer applicable as waiver days.

### Staff Development Waiver Day

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.

**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**.

<b>Event</b>	Select 01: Staff Development Waiver Day. For the next year calendar, this is the only option available.		
<b>Type of Min</b>	<b>Waiver Minutes</b>	Type the number of waiver minutes needed.	
	<b>Daily Minutes</b>	Type the number of minutes of instruction that will occur on this date.	
	<b>Attendance was taken</b>	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:

<b>Print</b>	<p><a href="#">Print the calendar</a>.</p> <p><b>Review the report using the following buttons:</b></p> <p>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.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>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 <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p>
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**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](#)

Copy
Student Information

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**From Campus Track**

Campus:  Track:  Description:

Cycle	Begin Dt	Mem Days	Total Daily Min(DM)	Total Waiver Min(WM)
1	08/01/2022	23	23	0
2	09/01/2022	43	43	0
3	11/01/2022	43	43	0

Cycle	Begin Dt	Mem Days	Total Daily Min(DM)	Total Waiver Min(WM)
4	01/02/2023	22	22	0
5	02/01/2023	20	20	0
6	03/01/2023	67	67	0

Mem Days	Total Daily Min(DM)	Total Waiver Min(WM)
Total: 218	218	0

Double click on the options below to change the value for the To campus.

Instr Pgm Type	Grading Cycle Type	Last Day of School	AM/PM or Both	ADA Posting Prd	First Prd Nbr	Last Prd Nbr	Nbr of Prds	Special Programs						Type KG	Optional Semester	Calendar Operational Minutes	
								Spec Ed	BI/ESL	G/T	Preg Svcs	Title I	Sch-wide Title I			Daily Mins	Shortened Daily Mins
01	2 Semesters 9 Weeks	06/01/2023	AM	02	01	09	09	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			1	1

IMPORTANT: When changing the Grading Cycle Type for the To Campus Track, the Track End Dates must be updated in Grade Reporting on Campus Control Options > Parameters

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**To Campus Tracks**

No Calendar same minutes.  
  No Calendar different minutes.  
  No calendar no options.  
 Calendar same minutes.  
  Calendar different minutes.  
  Calendar copying from.  
 Attendance posted.

Campus		Track		
Campus ID	Campus Name	01	02	New Track
001	001 School	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>

Under **From Campus Track**:

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

<b>Campus</b>	Select the campus from which you want to copy the calendar.
<b>Track</b>	<p>Select the attendance track from which you want to copy the calendar. Only tracks that have calendars are listed.</p> <p>If a description has been entered for the track on Maintenance &gt; Campus &gt; Next Year Campus Options, the description is also displayed in the drop-down list.</p>
<b>Description</b>	<p>The description of the selected track is displayed if it has been entered on <a href="#">Attendance &gt; Maintenance &gt; Campus &gt; Next Year Campus Options</a>.</p> <p>You can add or update the description that will be copied to the <b>To Campus Tracks</b>. Type a description of the track, up to 50 characters.</p> <p><b>NOTE:</b> Changing the description here does NOT change the description at the <b>From Campus Track</b>.</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:

<b>Begin Dt</b>	The first date of each cycle is displayed.
<b>Mem Days</b>	The number of membership days in each cycle is displayed.
<b>Total Daily Min (DM)</b>	The total number of minutes of instruction for the cycle is displayed.
<b>Total Waiver Min (DM)</b>	The total number of waiver minutes in the cycle is displayed.
<b>Total (yearly)</b>	The yearly total for each field is displayed.

Campus Options for the **From Campus Track** are displayed for your reference. The information is maintained on [Attendance > 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:

<b>Instr Pgm Type</b>	The type of attendance program associated with this calendar is displayed. This field is not displayed prior to 2018-2019.
<b>Grading Cycle Type</b>	The grading cycle type is displayed.
<b>Last Day of School</b>	The last day of school for the selected campus-track are displayed as entered on Maintenance > Campus > Next Year Campus Calendar.
<b>AM/PM or Both</b>	The field indicates if ADA attendance is posted in the morning or afternoon.
<b>ADA Posting Prd</b>	The field indicates the period when ADA attendance is posted.
<b>First/Last Prd Nbr</b>	The first and last periods of the school day for which attendance is recorded are displayed.
<b>Nbr of Prds</b>	The calculated total number of periods is displayed according to the First/Last Prd Nbr fields.
<b>Special Programs</b>	The special programs offered at the campus are selected.
<b>Type KG</b>	The type of KG program offered at the campus is displayed. The field is blank if a KG program is not offered.
<b>Optional Semester</b>	The default semester for posting attendance by student is displayed.

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

Under **To Campus Tracks**:

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](#)

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

A checkbox 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.

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