



# **attendance\_ny\_campus\_calendar\_body**



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**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.)

**Legend**

Use the legend to apply a Day Type to the selected date.

The legend has two sections:

The upper section is for designating Day Types, such as first and last day of school, holidays, cycle begin dates, etc.

The lower section is for adjusting school day minutes and waivers. The lower section is only enabled for saved calendars.

**Day Type Selection**

Click a Day Type for the selected date(s). Click the description of the day, not the colored square.

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.

If you clicked an incorrect type of day, click the date on the calendar again, and then click the correct Day Type.

To change a date back to a regular membership day, click the date on the calendar again, and then click the Membership Day Type.

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.

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.

If any of the previously set cycle end dates are no longer valid membership days, the cycle end date is changed to the last membership day before the original cycle end date.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.

**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.