



## QuickGuide: Local Programs



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# QuickGuide: Local Programs

Local Program Codes must be created and maintained at the district level before they can be used at the campus and student level. Once the district sets up the codes, they are made available for assignment to campuses. After a campus has been assigned the appropriate codes, they can then be applied to individual student records as needed.

## District Level Setup

- [Create, Update or Delete a local program code.](#)

**Registration > Maintenance > District Profile > Local Program Codes**

Delete	Program Code	Program Title	TEA Crisis Code	Move Program to Next Year	Local Program to TEA PEIMS Codes
	504	Rehabilitation Act 504	<input type="checkbox"/>	Y	12: Section 504
	ADP	ADDITIONAL DAYS PROGRAM	<input type="checkbox"/>	Y	20: Additional Days Program
	APA	Adult Prev Att	<input type="checkbox"/>	Y	16
	BPT	Bilingual Program Type	<input type="checkbox"/>	Y	
	DCT	DUAL CREDIT TECHNICAL	<input type="checkbox"/>	Y	
	DYS	Dyslexia	<input type="checkbox"/>	Y	04: Dyslexia
	ECH	EARLY COLLEGE HIGH SCHOOL	<input type="checkbox"/>	Y	06: ECHS
	EPT	ESL Program Type	<input type="checkbox"/>	Y	
	GEH	GENERAL EDUCATION HOMEBOUND	<input type="checkbox"/>	Y	17: General Education Homeb
	IGC	Individual Graduation Committee	<input type="checkbox"/>	Y	
	IMM	Immigrant	<input type="checkbox"/>	Y	02: Immigrant
	INT	INTERVENTION STRATEGY	<input type="checkbox"/>	Y	13: Intervention Strategy
	MIG	Migrant	<input type="checkbox"/>	Y	03: Migrant
	PBT	P-EBT	<input type="checkbox"/>	N	
	PEB	P-EBT	<input type="checkbox"/>	N	

## Create

- Click **+Add** to create a new local program code.
- Complete the required fields on the Local Program row:
  - **Program Code** — enter your unique code
  - **Program Title** — short, clear label
  - **Move Program to Next Year** — choose **Yes** to carry this program forward to the next school year during the Annual Student Data Rollover process, or **No** to drop it.

- **Local Program to TEA PEIMS Codes** — if the program must be reported to TEA, select the appropriate option from the dropdown.

<b>Program Code</b>	Type the three-character code for the program.
<b>Program Title</b>	Type a description for the program, up to 40 characters.
<b>TEA Crisis Code</b>	For local programs created to track students displaced by a crisis, type the corresponding crisis code, as designated by the Texas Education Commissioner:
<b>Move Program to Next Year</b>	<p>Indicating how Annual Student Data Rollover (ASDR) handles local programs for the district.</p> <p>N or blank - Disable the <b>Annual Student Data Rollover</b> field on the <a href="#">Campus Local Program Codes</a> page. The program will be dropped when ASDR is run.</p> <p>Y - Allow the program to be moved to next year.</p>
<b>Local Program to TEA PEIMS Codes</b>	Select the local program code.

Click **Save**.


Repeat steps 3-5 for each district local program you need to create.

## Update

To update a description, type over the existing description and save.

**NOTE:** You can only update the description; you cannot update a code. To change a code, you must delete and re-enter the code and description.








## Delete

Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

**NOTE:** You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

## Other

<p><b>Print Local Programs by Campus</b></p>	<p>The report lists the code, description, and ASDR next year status by campus, allowing you to see if a local program will be written to the next year record when ASDR is run.</p> <p>The status is determined by the campus or district options:</p> <ul style="list-style-type: none"> <li>• If the district <b>Annual Student Data Rollover</b> field is Y, the campus <b>Move Program to Next Year</b> code and description print in the <b>ASDR Next Year</b> column.</li> <li>• If the district <b>Move Program to Next Year</b> field is N, the <b>ASDR Next Year</b> column displays “Drop Program NYR (By District)” because the district option N overrides the campus <b>Move Program to Next Year</b> field.</li> </ul> <p>◦</p> <p><a href="#">Review, save, or print the report.</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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## Campus Level Setup

- [Create or Delete a local program code.](#)

**Registration > Maintenance > Campus Profile > Campus Local Program Codes**

Save

	Delete	Program Code	Program Title	Move Program to Next Year
	<input type="checkbox"/>	504	Rehabilitation Act 504	1 <input type="checkbox"/>
	<input type="checkbox"/>	APA	Adult Prev Att	1 <input type="checkbox"/>
	<input type="checkbox"/>	BPT	Bilingual Program Type	1 <input type="checkbox"/>
	<input type="checkbox"/>	DCT	DUAL CREDIT TECHNICAL	1 <input type="checkbox"/>
	<input type="checkbox"/>	DYS	Dyslexia	1 <input type="checkbox"/>
	<input type="checkbox"/>	ECH	EARLY COLLEGE HIGH SCHOOL	1 <input type="checkbox"/>
	<input type="checkbox"/>	EPT	ESL Program Type	1 <input type="checkbox"/>
	<input type="checkbox"/>	GEH	GENERAL EDUCATION HOMEBOUND	2 <input type="checkbox"/>
	<input type="checkbox"/>	IGC	Individual Graduation Committee	2 <input type="checkbox"/>
	<input type="checkbox"/>	IMM	Immigrant	1 <input type="checkbox"/>
	<input type="checkbox"/>	INT	INTERVENTION STRATEGY	? <input type="checkbox"/>

**Create**

Click **+Add** to create a new local program code.

<b>Program Code</b>	Select the district program code. These codes are established by the district on <a href="#">Registration &gt; Maintenance &gt; District Profile &gt; Local Program Codes</a> .
<b>Program Title</b>	The program title for the selected code is displayed.
<b>Move Program to Next Year</b>	Select the code indicating how Annual Student Data Rollover (ASDR) handles local programs. This field only applies if the district-level <b>Move Program to Next Year</b> field is set to Y on <a href="#">Registration &gt; Maintenance &gt; District Profile &gt; Local Program Codes</a> .. Otherwise, this field is ignored.  You can drop the program for next year, keep the program but drop all students from the program, or keep the program and re-enroll all students.

Click **Save**.

**Delete**

Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

## Maintain Local Programs on Student Records

- [Mass Update or Individual Update](#)

Before a student can be enrolled in a local program, the program must be set up by the district on *Registration > Maintenance > District Profile > Local Program Codes*. Then, the campus must select the program on *Registration > Maintenance > Campus Profile > Campus Local Program Codes* to make it available at the campus.

### Mass Update

#### **Registration > Utilities > Reset Values**

The Reset Values utility can be used to mass update student records.

#### **Update data:**

Under **Parameters For Reset:**

Select the students whose data will be reset:

<b>Campus</b>	Select to reset data for students at one campus, or leave blank to reset data at all campuses.  If selected: <table border="1" style="width: 100%;"> <tr> <td style="width: 15%;"><b>Campus ID</b></td> <td>Select the campus.</td> </tr> </table>	<b>Campus ID</b>	Select the campus.
<b>Campus ID</b>	Select the campus.		
<b>Grade Level</b>	Select to reset data for students in one grade level, or leave blank to reset data for all grade levels.  If selected: <table border="1" style="width: 100%;"> <tr> <td style="width: 15%;"><b>Grd Level</b></td> <td>Select the grade level.</td> </tr> </table>	<b>Grd Level</b>	Select the grade level.
<b>Grd Level</b>	Select the grade level.		

<b>Track</b>	Select to reset data for students on one track, or leave blank to reset data for all tracks.  If selected: <table border="1" style="width: 100%;"> <tr> <td style="width: 15%;"><b>Track</b></td> <td>Select the track.</td> </tr> </table>	<b>Track</b>	Select the track.
<b>Track</b>	Select the track.		

You must select at least one of the following:

<b>Active Students</b>	Select to reset data for all active students.
<b>Inactive Students</b>	Select to reset data for all inactive students.

Under **Item to Reset:**

Select the specific item of data to be reset.

Under **Values to Reset:**

<b>From</b>	<b>Specific</b>	If selected, the drop-down field is enabled listing possible values for the field you selected to reset, or a date field allows you to enter a valid date. Select the value to reset.
	<b>All</b>	If selected, all values for the selected item (including blanks) are reset.
	<b>Blank</b>	If selected, only blank values for the selected item are reset.
<b>To</b>	<b>Specific</b>	If selected, the drop-down field is enabled listing possible new values for the field you selected to reset, or a date field allows you to enter a valid date. Select the new value.
	<b>Blank</b>	If selected, From values are changed to blank.

The *Local Program* option allows you to add a local program for a group of students who are in a particular local programs (i.e., **Specific to Specific**). Or, you can add a particular local program for all selected students who are not currently in that program (i.e., **All to Specific**).

If you select **From Specific**, use the adjacent drop-down field to specify the program in which the students are currently enrolled. You will be adding a local program for the students currently enrolled in this program.

If you select **From All**, you will be adding a local program for the students who are not currently enrolled in the **To** program.

For **To Specific**, use the adjacent drop-down field to specify the program you are adding for the students.

<b>Keep Entry Date</b>	This field is only displayed if you are adding a program for students enrolled in a particular program (i.e., <b>Specific to Specific</b> ). Select the field if you want to use the student's entry date from the original program. Otherwise, you can specify a new entry date.
<b>Entry Date</b>	If you are <i>not</i> keeping the original entry date, or if you are adding the generic program for all students, specify the student entry date for the generic program you are adding.
<b>Local Program Code</b>	Select a generic program for a group of students who are in a particular generic programs.

Click **Reset Values**.

Select Students for Reset.

<b>Criteria For Reset</b>	The criteria selected for the Reset Values utility is displayed for your reference.				
<b>Students That Meet Criteria (left grid)</b>	Students who meet the criteria specified on the Reset Values utility page are listed. ◦ If there are multiple pages, <a href="#">page through the list</a> . Select the students to be reset:				
	<table border="1"> <tr> <td><b>Select</b></td> <td>Select a student. Clear the field to unselect the student.   <ul style="list-style-type: none"> <li>• To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows.</li> <li>• To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.</li> </ul> </td> </tr> <tr> <td><b>Print</b></td> <td>Print a list of students who meet the criteria.</td> </tr> </table>	<b>Select</b>	Select a student. Clear the field to unselect the student.  <ul style="list-style-type: none"> <li>• To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows.</li> <li>• To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.</li> </ul>	<b>Print</b>	Print a list of students who meet the criteria.
	<b>Select</b>	Select a student. Clear the field to unselect the student.  <ul style="list-style-type: none"> <li>• To select multiple non-consecutive rows, press and hold the CTRL key while selecting the first row and then the subsequent rows.</li> <li>• To select multiple consecutive rows, click the first grade level and drag to select multiple grade levels. Or, press and hold the SHIFT key while selecting the first row and then the last row. All the rows (between the first and last rows) are selected.</li> </ul>			
<b>Print</b>	Print a list of students who meet the criteria.				

Click → to move all students from the left grid to the right grid (whether selected or not). The selected students are displayed on the right side of the page under **Students To Be Reset**.

Click → to move only the selected students from the left grid to the right grid.

<b>Students To Be Reset (right grid)</b>	The selected students are listed.				
	<table border="1"> <tr> <td><b>Select</b></td> <td>Select any students to be removed from the list. Clear the field keep the student selected.</td> </tr> <tr> <td><b>Print</b></td> <td>Print a list of students to be reset.</td> </tr> </table>	<b>Select</b>	Select any students to be removed from the list. Clear the field keep the student selected.	<b>Print</b>	Print a list of students to be reset.
	<b>Select</b>	Select any students to be removed from the list. Clear the field keep the student selected.			
<b>Print</b>	Print a list of students to be reset.				

Click «- to move all students from the right grid to the left grid (whether selected or not). All students return to the left grid.


Click ← to remove any selected students from the list to be reset. They will be listed in the left grid again.


Click **Save** to reset the values for the selected students.

- You are prompted to confirm that you wish to reset the values. Click **Yes**.
- A message is displayed indicating the number of records updated. Click OK.


- You are prompted to print the report. Click **Yes** to print the report. [Review, save, and/or print the report.](#)

**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.

Click **Close** to close the window and return to the Reset Values page.

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**Individual Update*****Registration > Maintenance > Student Enrollment > Local Programs***

Determine into which grid the record should be added.

- Click **+Add** to add a record.

A blank row is added to the grid.

<b>Campus</b>	The campus ID to which you logged on is displayed.
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<b>Entry Date</b>	<p>To enroll a student in the program, type the date the student entered the program. Use the MMDDYYYY format. Or, click  to select the date from a calendar.</p> <p>If there are existing entry/withdrawal records for the student, the entry date for the new record must be after the last exit date.</p> <p>The student can have only one active record (i.e., a record without an exit date).</p> <p>The entry/exit dates for different records cannot overlap.</p>
<b>Exit Date</b>	<p>To withdraw a student from the program, type the date the student exited from the program. Use the MMDDYYYY format. Or, click  to select the date from a calendar.</p> <p>The exit date should be the school day following the last day the student was in the program.</p>
<b>Reason</b>	<p>If you are withdrawing the student from the program, click  to <a href="#">select the withdrawal reason</a>.</p> <p><b>CAUTION:</b> Although Code 33-Record Status Change is available from the list, it cannot be used for a local program withdrawal.</p>
<b>Local Program</b>	Select the special program in which the student is participating.
<b>TEA Code</b>	This is a Read-only field and is populated with the student characteristic code assigned in the <b>Local Program</b> field.
<b>Code 1-4</b>	<p>The fields are district-defined and not required. Update data as needed.</p> <p>Code 1 = one character</p> <p>Code 2 = two characters (For ADP this must be the ASDY track number.)</p> <p>Code 3 = three characters</p> <p>Code 4 = four characters</p>

Click **Save**.

**NOTE:** If the student is changing programs, exit the student from the program he is changing from, then add a new row and enroll the student in the new local program.



## Back Cover