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# ADSY Options (Additional Days School Year)



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# ADSY Options (Additional Days School Year)

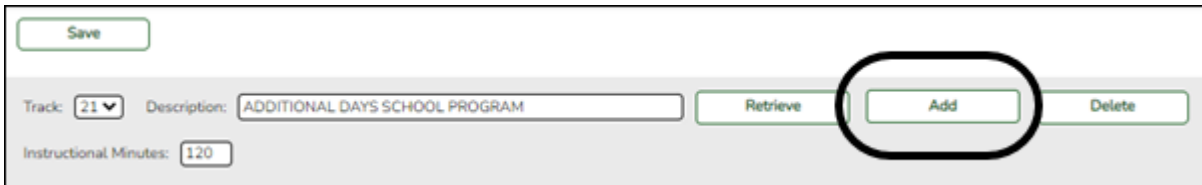
**Attendance > Maintenance > Addtnl Days Program > ADSY Options**

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.

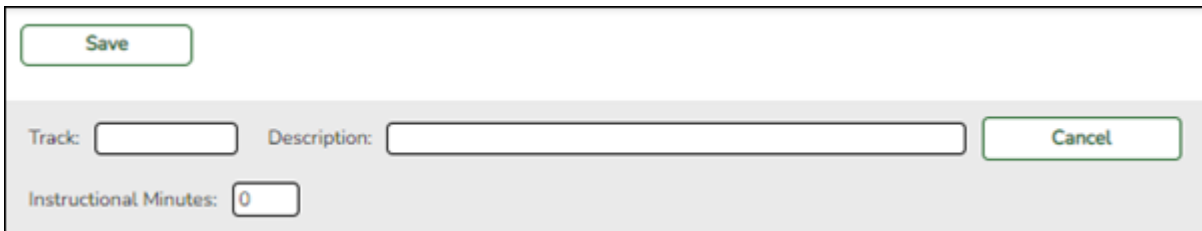
## Add a new track:

- Click **Add**.



The screenshot shows a form with a 'Save' button at the top left. Below it are three fields: 'Track' with a dropdown menu showing '21', 'Description' with the text 'ADDITIONAL DAYS SCHOOL PROGRAM', and 'Instructional Minutes' with the value '120'. To the right of these fields are three buttons: 'Retrieve', 'Add', and 'Delete'. The 'Add' button is circled in black.

- 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 the same form as above, but with empty input fields. The 'Track' field is empty, the 'Description' field is empty, and the 'Instructional Minutes' field has the value '0'. A 'Cancel' button is visible on the right side of the form.

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

<b>Track</b>	(Required) Select the attendance track.
<b>Description</b>	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 > Addtnl Days Program pages.

<b>Instructional Minutes</b>	(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.
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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

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Track: 22
Description: ADDITIONAL DAYS SCHOOL PROGRAM
Retrieve
Add
Delete

Instructional Minutes: 120

	Calendar Date	Instructional Minutes
1	12-06-2021	120
2	12-07-2021	120
3	12-08-2021	120
4	12-09-2021	120
5	--	0
6	--	0
7	--	0
8	--	0
9	--	0
10	--	0
11	--	0
12	--	0
13	--	0
14	--	0
--	--	0

Total Days: 4
Total Minutes: 480

- **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

Track: 22 Description: ADDITIONAL DAYS SCHOOL PROGRAM Retrieve Add Delete

Instructional Minutes: 120

	Calendar Date	Instructional Minutes
1	12-06-2021	120
2	12-07-2021	120
3	12-08-2021	120
4	12-09-2021	120
5	--	0
6	--	0
7	--	0
8	--	0
9	--	0
10	--	0
11	--	0
12	--	0
13	--	0
14	--	0
--	--	0

Total Days: 4 Total Minutes: 480

**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?

Yes No



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