

ADSY Options (Additional Days School Year)

Table of Contents

ADSY Options (Additional Days School Year)	
ADSY Options (Additional Days School Year)	

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**.

Save			
Track: 21 V Description: ADDITIONAL DAYS SCHOOL PROGRAM Retrieve	Add	Delete	
Instructional Minutes: 120			

□ 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.

Save	
Track: Description:	Cancel
Instructional Minutes: 0	

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

Track	(Required) Select the attendance track.	
Description	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	
	Days riogram pages.	

Instructional	(Required) The minimum number of minutes that can be entered is 120. When
Minutes	the Instructional Minutes are entered in this field and saved, the daily
	Instructional Minutes in the table will populate and be editable.

□ 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			
Track: 22 N	Description: ADDITIO	NAL 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	-
	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.

Student

Save			
Track: 22 🗸	Description: ADDITION	NAL DAYS SCHOOL PROGRAM	Retrieve Add Delete
Instructional M	linutes: 120		Delete ADSY Options Warning
	Calendar Date	Instructional Minutes	You are about to delete the track from ADSY reporting for both Options and Calendar. Do you
1	12-06-2021	120	wish to continue?
2	12-07-2021	120	
3	12-08-2021	120	Yes No
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	-
		<u> </u>	
	Total Days: 4	Total Minutes: 480	



Back Cover