



ADSY Options (Additional Days School Year)

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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.

Save
Student Information

Track: 03 Description: ADDITIONAL DAYS SCHOOL PROGRAM Retrieve Add Delete

Instructional Minutes: 120

	Calendar Date	Instructional Minutes
1	02-08-2021	120
2	02-09-2021	120
3	02-10-2021	120
4	02-11-2021	120
5	02-12-2021	120
6	03-01-2021	120
7	03-02-2021	120
8	03-03-2021	120
9	03-04-2021	120
10	03-05-2021	120
11	05-31-2021	120
12	06-01-2021	120
13	06-02-2021	120
14	06-03-2021	120
15	06-04-2021	120

Total Days: 15 Total Minutes: 1800

Add a new track:

Click **Add**.

Save

Track: 21 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.

The screenshot shows a form with a 'Save' button at the top left. Below it are three input fields: 'Track' (a small box), 'Description' (a long box), and 'Instructional Minutes' (a box containing the number '0'). A 'Cancel' button is located to the right of the 'Description' field.

- 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.
Instructional Minutes	(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.

- 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 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
--	--	--

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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