

Campus Calendar

Table of Contents

Campus Calendar	· · · · · · · · · · · · · · · · · · ·	1
campus calendar		-

Campus Calendar

Attendance > Maintenance > Campus > Campus Calendar

This page allows you to create a current year calendar for each attendance track at each campus.

The page accommodates minutes of instruction as mandated by HB 2610.

A calendar cannot be built unless the current year campus options are saved on Maintenance > Campus > Campus Options.

	S	ave																											S	tudent Ir	nformati	on	
Track	: 01	<u> </u>	R	letriev	ė			Print Instructional Daily Minutes				perational Minutes hal Program Type: 01 Standard Program for school district campus folle etes: 420 Shortened Daily Minutes: 180																					
		Aug	gust 20	021					Septe	mber :	2021					Octo	ober 20	021					Nover	mber 2	021			Legend		0	ay Type	e Selectio	n
Su	Mo	o Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa				Begin	School	
			4	-	6	-				1	2	2	4						1			1	2	2		-					Memt	pership	_
		<u>3</u>	4 11	<u>2</u> 12	13	14	5	6	7	2 2	∠ 0	<u>3</u> 10	4	2	1	Б	6	7	2 2	4	7	2 2	∠ 0	<u>3</u> 10	4 11	<u>2</u> 12	13				Begin	n Cycle	
15	16	5 17	18	19	20	21	12	13	14	<u>0</u> 15	16	17	18	10	11	12	13	14	<u>0</u> 15	16	14	15	16	17	18	19	20				Ho	<u>liday</u>	
22	23	3 74	25	26	20	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27				Wee	ekend	
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				-				End of	School	
							_							31						_											Inse	rvice	
_		Deee	mbor	2021					lanu		122			_		Fahr		022		_			Mar	ab 201	12		_				Autor		
S	Mo	Dece	We	2021 Th	Fr	Sa	Su	Mo	Janu	iary 20 We	Th	Fr	Sa	Su	Mo	Tu	wary 20	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa				Adjust	Minutes	
_	1.10	, 10						1.10	- Tu						1410	14				~~		1110	14				~~				Make	up Day	
			<u>1</u>	2	<u>3</u>	4							1			1	2	<u>3</u>	<u>4</u>	5			<u>1</u>	2	<u>3</u>	<u>4</u>	5				Weath	her Day	
5	6	<u>6 7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	2	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	7	8	<u>6</u>	<u>Z</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>6</u>	Z	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>				VVa	aiver	
12	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	Rptng	Mem	Shrtnd	Non	Daily	Waiver
19	20	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	22	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	Period	Days	Waiver	Waiver	(DM)	(WM)
26	27	28	<u>29</u>	<u>30</u>	<u>31</u>		<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	27	<u>28</u>						27	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>					Days	Days		
							<u>30</u>	<u>31</u>																				Cycle 1	40	0	0	16,800	0
		Ap	oril 202	22	_				Ma	ay 202	2					Ju	ne 202	2	_				Jul	y 202	2	_		Cycle 2	20	0	0	8,400	0
Su	Mo	o Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Cycle 3	33	0	0	13,860	0
					1	2	1	2	3	4	5	<u>6</u>	Z				1	2	<u>3</u>	4						1	2	Cycle 4	30	0	0	12,600	0
3	4	<u>5</u>	<u>6</u>	<u>Z</u>	<u>8</u>	<u>9</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>3</u>	4	<u>5</u>	<u>6</u>	7	<u>8</u>	<u>9</u>	Cycle 5	24	0	0	10,080	0
10	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	Cycle 6	41	0	0	17,220	0
17	18	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	Total:	188	0	0	78,960	0
24	<u>25</u>	<u>5</u> <u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>29</u>	<u>30</u>	<u>31</u>					<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>			<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	Yearly 7	Total N	Mins(DM	+WM):		78,960
																					<u>31</u>							warning must be	g: Yea at lei	ny Total ast 75,60	Mins (D 00 minut	m+wM) tes.	

Update data:

Track Select the attendance track. Only tracks established for the campus in the Attendance application are listed.

If a description has been entered for the track on Maintenance > Campus > Campus Options, the description is also displayed in the drop-down list.

Click **Retrieve**.

- If a calendar exists for the campus, track, and school year, the data is displayed.
- If no data exists, a message indicates that a calendar was not found and that the starting and ending months of the calendar must be selected. Click **OK**.

Calendar Operational/Instructional Minutes	(Display only) The fields display the data entered for the selected track on Maintenance > Campus > Campus Options.
	For 2018-2019 school year and later, the heading and specific fields displayed change according to the
	Instructional Program Type associated with the selected Track:
	• If the selected track is associated with Instructional
	Operational Minutes.
	• If the selected track is associated with Instructional
	Program Type 04-12 or blank, the heading is Calendar Instructional Minutes.
	 Prior to the 2018-2019 school year, Instructional Program Type is not available. The heading is Calendar Minutes.

The **Begin Month** and **End Month** are only displayed if you select a track that has campus options saved but no calendar data entered:

Begin Month	Select the first month of the school year.
End Month	Select the ending month of the school year.
	You can create a 13-month calendar by selecting the same beginning month and ending month. A 13-month calendar is used by campuses that begin and end school in the same month.

2

 \Box Click a date on the calendar to select it.

The day is outlined in red. You can select multiple days.

(To unselect a date on the calendar, click the date again.)

LEGEND:

The legend has two sections:

>	>							
Legend	Day Type Selection							
	Begin School							
	<u>Membership</u>							
	Begin Cycle							
	<u>Holiday</u>							
	Weekend							
	End of School							
	Inservice							
	Adjust Minutes							
	Make-up Day							
	Weather Day							
	Waiver							

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 for weather days, waivers, make-up days, etc. 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.

You cannot change a membership day to a non-membership day (e.g., holiday) if absences are reported for that date. To verify dates on which attendance has been posted, run SAT1800 - Attendance Audit Report, which lists absences by date.

MEMBERSHIP DAYS:

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			
Total:	Total: 218 0 0 218 0							
Yearly Total Mins(DM+WM): 218								
must me minutes	Warning! Yearly Total Mins (DM+WM) must meet TEA guideline about minutes of operation.							

In the grid below the legend, data is calculated when the calendar data is saved:

Rptng Period	Reporting periods for the campus are listed.			
Mem Days	The number of membership days for each cycle is calculated and displayed.			
	TWEDS Data Element: NUMBER-DAYS-TAUGHT (E0935)			
Shrtnd Mem Waiver Days	The number of shortened membership waiver days for each cycle is calculated and displayed.			
Non Mem Waiver Days	The number of non-membership waiver days for each cycle is calculated and displayed.			
Daily Mins (DM)	The total number of instructional minutes for the cycle is calculated and displayed.			
Waiver Mins (WM)	The total number of waiver minutes for the cycle is calculated and displayed.			
Yearly Total Mins (DM+WM):	The total is calculated by adding the total number of daily minutes plus the total number of waiver minutes for the year.			
	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.

When you apply a Day Type requiring minute adjustments to a valid membership date, a pop-up

window provides options for adjusting minutes. The pop-up windows vary according to the adjustment you clicked:

Adjust Minutes

The Adjust Minutes type can be used when the daily minutes need to be extended or shortened.

An Adjusted Minutes day <u>is</u> a membership day.

NOTE: For the 2020-2021 school year, use **Adjust Minutes** for early release because shortened waiver days are no longer applicable as waiver days.

□ Select one or more dates on the calendar, and click **Adjust Minutes**.

Type of Min	The field is set to Daily Minutes and cannot be modified.
Min	The Daily Minutes value is displayed by default. Type over existing data with the adjusted number of minutes of instruction on that date.
Event	The field is set to 01:Instructional Day and cannot be modified.

□ Click **OK**.

Click Save.

The **Daily Mins (DM)** (cycle total) and **Yearly Total Mins** are automatically adjusted according to the difference between the **Daily Minutes** and the **Min** value entered. Following the previous example, both totals are reduced by 30 minutes (450- 420=30) for each adjusted date.

Note that the dates on the calendar are now shaded pink because they are adjusted minutes days. The numbers are black because they are membership days.

Make-up Day

The Make-up Day type can be used any time a Saturday or holiday is used as a make-up date.

A make-up day *is* a membership day.

The selected date must be a Saturday or holiday.

Select one or more dates (weekend or holiday) on the calendar, and click **Make-up Day**.

Type of Min	The field is set to Daily Minutes and cannot be modified.
Min	Type the number of minutes of instruction provided on the make-up date. This number cannot be less than the TEA minimum of 420.
Event	The field is set to 04: Make-up day and cannot be modified.

🗆 Click **OK**.

Click Save.

The **Daily Mins (DM)** (cycle total) and **Yearly Total Mins** are automatically increased by the number of minutes entered.

Note that the date on the calendar is now shaded gray because it is a make-up day. The number is black because it is now a membership day.

Also, a membership day is added to the count in the **Mem Days** column for the cycle in which the selected date occurs.

NOTE: If you need to undo a make-up date, click the date, and then click **Weekend** to re-set the date to a regular weekend day.

Weather Day

A Weather day can be used when the school day is canceled or shortened due to inclement weather.

A weather day is *not* a membership day (whether or not there are any minutes).

□ Select one or more dates on the calendar, and click **Weather Day**.

Type of Min	The field is set to Daily Minutes and cannot be modified.
Min	The field is set to 000 and cannot be changed, whether or not any minutes of instruction occurred that day.
Event	The field is set to 05: Weather day and cannot be modified.

Click **OK**.

Click Save.

The **Daily Mins (DM)** (cycle total) and **Yearly Total Mins** are automatically decreased by the LEA's **Daily Minutes**. LEAs can use a waiver to cover the minutes lost.

Note that the date on the calendar is now shaded green because it is a weather day. The number is orange because it is now a holiday.

Also, a membership day is removed from the count in the **Mem Days** column for the cycle in which the selected date occurs.

Waiver Days

Waivers are used to get credit for minutes lost to legitimate school closures. For example, if a campus closes for an emergency, the campus cannot count the lost minutes of instruction, but the campus can get a waiver to make up for those lost minutes of instruction. The **Daily Mins (DM)** for the cycle are decreased by the number of lost minutes, but the **Waiver Mins (WM)** for the cycle are increased for that number of minutes; therefore the **Yearly Total Mins** remains unchanged because it is a zero sum.

Total waiver minutes cannot exceed 4200 minutes (or 2100 minutes for half-day PK campuses.)

Waivers cover the following situations:

Staff Development Waiver Day

The Staff Development Waivers are used when staff has training. This could include days when students are in attendance.

NOTE: Effective as of the 2018-2019 school year:

Staff Development Waiver Days are not allowed before the first day of school or after the last day of school (Rules 10200-0037 and 10200-0038).

Staff Development Waiver Days are allowed on the first or last day of school, as long as there are some instructional minutes on that date.

For the 2017-2018 school year, a staff development waiver day is <u>not</u> a membership day.

For the 2018-2019 school year and beyond, a staff development waiver day <u>may be</u> a membership day if there are instructional minutes.

□ Select one or more dates on the calendar, and click **Waiver**.

Event	Select 01: Staff Development Waiver Day. For the next year calendar, this is the only option available.								
Type of	Waiver Minutes Type the number of waiver minutes needed.								
Min	Daily Minutes	Type the number of mir	nutes of instruction that will occur on this date.						
		Attendance was	Indicate whether the day is						
		taken	operational/instructional or not:						

□ Click **OK**.

Click **Save**.

- The **Daily Mins (DM)** (cycle total) is decreased by the number of waiver minutes (i.e., **Minimum Daily Minutes**).
- The Waiver Mins (WM) (cycle total) is increased by the number of waiver minutes.
- The Yearly Total Mins remains the same.

Note that the date on the calendar is now shaded yellow because it is a waiver day. The number is green because it is now an in-service date.

Also, a membership day is removed from the count in the **Mem Days** column for the cycle in which the selected date occurs (if applicable).

Missed School Waiver Day

The Missed School Waiver Day is used for an all-day emergency closure for a reason other than weather, or on days where staff is present for a reason other than staff development, such as cleanup after a natural disaster. Missed School Waiver Days can be during the school year or before the school year begins. Missed School Waiver Days prior to the start of school are reported with Cycle 1.

A missed school waiver day is *not* a membership day.

□ Select one or more dates on the calendar, and click **Waiver**.

Event	Select 02: Missed School Waiver Day.	
Type of	Waiver Minutes	The field is set to the Minimum Daily Minutes by default. Type over
MIN		existing data with the number of waiver minutes on that date.
	Daily Minutes	The field is set to 000 and cannot be changed.

□ Click **OK**.

Click Save.

- The **Daily Mins (DM)** (cycle total) is decreased by the number of waiver minutes (i.e., **Minimum Daily Minutes**).
- The Waiver Mins (WM) (cycle total) is increased by the number of waiver minutes.
- The Yearly Total Mins remains the same.

Note that the date on the calendar is now shaded yellow because it is a waiver day. The number is orange because it is now a holiday.

Also, a membership day is removed from the count in the **Mem Days** column for the cycle in which the selected date occurs.

Low Attendance Waiver Day

The Low Attendance Waiver Day is used if a majority of students are not present. Example: a large number of students stay home one day due to safety concerns.

A low attendance waiver day is *not* a membership day.

Select one or more	dates on the calendar,	and click Waiver .
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Event	Select 04: Low Attendance Waiver Day.	
Type of MinWaiver MinutesThe field is set to the Data data with the number of		The field is set to the Daily Minutes by default. Type over existing data with the number of waiver minutes on that date.
	Daily Minutes	The field is set to the maximum minutes allowed by default. Type the number of minutes of instruction that will occur on this date.

□ Click **OK**.

Click **Save**.

- The **Daily Mins (DM)** (cycle total) is decreased by the number of waiver minutes (i.e., Minimum Daily Minutes).
- The Waiver Mins (WM) (cycle total) is increased by the number of waiver minutes.
- The Yearly Total Mins remains the same.

Note that the date on the calendar is now shaded yellow because it is a waiver day. The number is orange because it is now a holiday.

Also, a membership day was removed from the count in the **Mem Days** column for the cycle in which the selected date occurs.

JJAEP School Day Waiver

The JJAEP is only available for campus-tracks where **Instructional Program Type** field on the Campus Options page is set to 13: Juvenile Justice Alternative Education Program (JJAEP) TEC 37.011 (f) (Rule #10200-0055).

A JJAEP waiver day is not a membership day.

□ Select one or more dates on the calendar, and click **Waiver**.

Event	Select 05: JJAEP Sc NOTE: When Wai School Waiver Day Calendar interchan E1582 SCHOOL-DA	chool Day Waiver issued by Texas Juvenile Justice Department (TJJD) ver Minutes are entered or modified for code 05, code 02 (Missed /) is saved in the database. When the the Education Organization nge is created in ASCENDER State Reporting, code 02 will be extracted for AY-EVENT-CODE (XML code: TX-SchoolDayCode).	
Type of Min	Waiver Minutes Type the number of waiver minutes needed. The number must be greater than 0.		
	Daily Minutes	This field is disabled for JJAEP waivers. The Attendance was taken field is not displayed.	

🗆 Click **OK**.

Click **Save**.

- The Daily Mins (DM) (cycle total) is decreased by the LEA's Daily Minutes.
- The Waiver Mins (WM) (cycle total) is increased by the number of waiver minutes.
- The **Yearly Total Mins** is decreased by (the LEA's **Daily Minutes** minus the number of waiver minutes).

Note that the date on the calendar is now shaded yellow because it is a waiver day. The number is orange because it is now a holiday.

Also, a membership day was removed from the count in the **Mem Days** column for the cycle in which the selected date occurs.

Other Waiver Day

The Other Waiver Day is used for any other attendance abnormality.

An Other waiver day may or may not be a membership day.

Select one or more dates on the calendar, and click **Waiver**.

Event Select *99: Other Waiver Day*.

Student

Type of Min	NOTE: Effective for the 2018-2019 school year: Waiver Minutes for an Other Waiver Day must be greater than 0 (Rule 10200-0032).				
	WaiverType the number of minutes of instruction/operation that did <i>not</i> occurMinutesthis date.				
	Daily Minutes Type the number of minutes of operation/instruction that occurred o date. The value cannot be zero.				
		Attendance was taken	Indicate whether the day is operational/instructional or not:		

🗆 Click **OK**.

Click **Save**.

- The **Daily Mins (DM)** (cycle total) is decreased by the number of minutes entered.
- The **Waiver Mins (WM)** (cycle total) is increased by the number of waiver minutes entered (for half-day PK campus only).
- The Yearly Total Mins adjustment depends on the Daily Minutes selections.

ABOUT FIRST AND LAST DAY OF SCHOOL:

Effective for the 2018-2019 school year and later:

Staff Development Waiver *is allowed* on the first or last day of school, as long as there are some instructional minutes on that date.

JJAEP Waiver is *not* allowed on the first or last day of school.

Effective for the 2017-2018 school year:

First day of school:

- Only 99: Other Waiver Day are valid options.
- If 99: Other Waiver Day is selected, you must select **Attendance was taken**.

Last day of school:

• Only 01: Staff Development Day and 99: Other Waiver Day are valid options. If 99: Other Waiver Day is selected, you must select **Attendance was taken**.

Click Save.

IMPORTANT: Be sure to enter the cycle end dates for the track on Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters.

Other functions and features:

Print	Print the calendar.				
	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 Last 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.				



Back Cover