


# Campus Options (Attendance)

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***Attendance > Maintenance > Campus > Campus Options***

This page allows you to set current year campus attendance options by track, including minutes of instruction as mandated by HB 2610. If the campus has multiple campus calendars, you must establish a separate set of attendance options for each attendance track.

## Add a new track:

❑ Click **Add**.

The **Track** field is replaced by the **New Track** field.

❑ Type the new track number.

Or, click **Cancel** to return.

Valid track numbers are 00-99, and the number cannot already exist.

❑ Enter campus options and an optional description for the track as described below, and click **Save**.

Once entered, the new track number will be listed in **Track** drop-down fields throughout TxEIS.

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## Update data:

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| **Track** | Select the attendance track. Only tracks established for the campus in the Attendance application are listed.<br><br>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**.

Existing data for the track is displayed. Update data as needed.

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| **Description** | (Optional) 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 > Campus pages (current and next year).<br><br>This functionality is available starting with the 2018-2019 school year. |
| **Instructional Program Type** | (Required) Select the type of attendance program associated with this calendar.<br><br>This field is not displayed prior to 2018-2019.<br><br>Do not use **16 Additional Days School Year Program**.<br><br>When creating an ADSY Program attendance track, it is suggested to use **ADSY Options (Additional Days School Year)** (Attendance > Maintenance > Extended Year Programs > ADSY Attendance). The ADSY Options track will automatically be recognized with the **Instructional Program Type - Code 16**. |
| **Grading Cycle Type** | Select the breakdown of semesters and cycles for the campus. |
| **AM/PM Flag** | Indicate when the Average Daily Attendance (ADA) posting period occurs. |
| **ADA Posting Period** | Type the two-digit class period when the official ADA attendance is taken. A student posted absent for this period is considered absent for ADA purposes.<br><br>If you use alternating schedules (e.g., A-Day and B-Day), you must use the same ADA posting period for both schedules, and for all tracks. This field should be set to the common (“extra”) ADA period as described below for **Alternate Days**. |
| **1st Period Nbr** | Type the two-digit first period of the school day for which attendance is recorded. The period is not necessarily the same as the ADA posting period. |
| **Last Period Nbr** | Type the two-digit last period of the school day for which attendance is recorded. |
| **Nbr of Periods** | The total number of periods is calculated and displayed when the record is saved. The **1st Period Nbr** is subtracted from the **Last Period Nbr**, and the difference plus one is the total number of periods for which attendance records are maintained. |

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| **Special Programs** | Select the special programs offered at the campus.<br>About Title I:<br>Select **Schoolwide Title I** if the campus is a schoolwide Title I campus.<br><br>Select **Title I** if the campus is a Title I targeted-assistance campus.<br><br>• If **Schoolwide Title I** is selected, a Title I record with code 6 is created for new, reentered, and transfer students.<br><br>• If **Schoolwide Title I** and **Title I** are selected, the campus is a schoolwide Title I campus.<br><br>• If **Schoolwide Title I** and **Title I** are *not* selected, the campus is a non-Title I campus.<br><br>• If **Schoolwide Title I** is not selected, but **Title I** is selected, the campus is a Title I targeted-assistance campus.<br>**NOTE:**<br>For a target-assisted campus, records are transferred for students with **Title I Code** 7, 8, 9, or A.<br><br>For a campus that is neither schoolwide nor target-assisted, records are transferred for students with **Title I Code** 9 or A. |
| **Type Kindergarten** | Select the type of KG program offered at the campus. Leave blank if the campus does not offer a KG program.<br><br>This field is used during ASDR to set ADA eligibility code. |
| **Optional Semester** | Select a semester to use as the default for the **Semester** field on Attendance > Maintenance > Student > Student Posting > By Individual.<br><br>blank - No default semester is specified. The **Semester** field will default to blank.<br>1 - Use semester 1.<br>2 - Use semester 2.<br>3 - Use semesters 1 and 2.<br>H - Use the current semester, as determined by the system (i.e., current) date. |

❑ Under **Calendar Operational/Instructional Minutes**:

For 2018-2019 school year and later, the heading and fields displayed vary according to the **Instructional Program Type** associated with the selected **Track**:

• If the selected track is associated with **Instructional Program Type** 01, 02, or 14, the heading is **Calendar Operational Minutes**.

• If the selected track is associated with **Instructional Program Type** 04-12, or blank, or 15 or 16 for ADSY, the heading is **Calendar Instructional Minutes**.

• Prior to the 2018-2019 school year, **Instructional Program Type** is not available. The heading is **Calendar Minutes**.

Refer to the TEA Student Attendance Accounting Handbook (SAAH) for assistance.

**Calendar Operational Minutes:**

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| **Daily Minutes** | Type the number of operational minutes per day for the campus. This is the minutes that a campus operated on a particular school day for the purpose of student instruction.<br><br>This value is determined by the LEA. You must enter this value even if it is the same as the TEA requirement.<br><br>TWEDS Data Element: SchoolDayOperationalMinutes (E1571) |
| **Shortened Daily Minutes** | Type the number of minutes of instruction per day for the campus on a shortened school day.<br><br>This value is determined by the LEA. You must enter this value even if it is the same as the TEA requirement. |

**Calendar Instructional Minutes:**

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| **Daily Minutes** | Type the number of minutes of instruction per day, as required by the TEA.<br><br>Refer to the TEA Student Attendance Accounting Handbook (SAAH) for TEA requirements and any applicable exceptions.<br><br>TWEDS Data Element: SchoolDayInstructionalMinutes (E1599) |
| **Shortened Daily Minutes** | Type the minimum number of minutes per day for a shortened school day (e.g., early release/late arrival dates), as required by the TEA.<br><br>Refer to the TEA Student Attendance Accounting Handbook (SAAH) for TEA requirements and any applicable exceptions. |

When these values are saved, the values are used to populate the campus calendar.

**NOTE:** The first time you select the **Instructional Program Type** (i.e., change from blank to a valid value) the following occurs on the Campus Calendar page for Type 99 Waivers only:

- If the existing calendar waiver minutes are *more* than the new value for **Shortened Daily Minutes** entered on the Campus Options tab, the program will set the waiver minutes to the new value for **Shortened Daily Minutes**.
- If the existing calendar daily minutes are *more* than the new value for **Daily Minutes** entered on the Campus Options tab, the program will set the daily minutes to the new value for **Daily Minutes** on the Campus Options tab.

This only applies the first time **Instructional Program Type** is set. Once set, the normal edits

apply.

❑ Under **Alternate Days**:

This section is used if the campus has more than one period that is used for ADA period, such as for A-Day/B-Day schedules.

For example, the A-Day schedule may take ADA attendance during period 02, and the B-Day schedule may take ADA attendance during period 05.

For both days, an additional period must be created that is the same for both A-Day and B-Day. This must be a period when no students are scheduled. For example, if the campus has classes during periods 01-08, then period 09 could be used as the extra ADA period. This "extra" period must be the same for both A-Day and B-Day. Be sure this extra period is included in the **1st Period Nbr** and **Last Period Nbr** fields.

When attendance is posted to either ADA posting period (e.g., 02 or 05), it is *also* posted to the extra period (e.g., 09).

**NOTE:** All tracks at the same campus must have the same "extra" ADA posting period. For example, if the campus creates period 09 as the extra period, then period 09 must be used for all tracks.

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| **Code** | Click **+Add** or press ALT+1 to add a code. A blank row is added to the **Code** grid. | |
| | **Code** | Type the one-character code to use for the pattern. For example, type A or B if you use A-Day and B-Day schedules.<br><br>You must create a code for each pattern. For example, create code A and code B. |
| | | Click to select a code for which to add a pattern. A row is added to the **Pattern** grid allowing you to add a pattern for that code. |
| | | Delete the code if needed. |

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| **Pattern** | Click **+Add** or press ALT+1 to indicate the ADA period for the selected code. A blank row is added to the **Pattern** grid.<br><br>You must enter two pattern rows for each **Code**:<br>• Add a row with the ADA period when attendance is taken (e.g., 02 or 05).<br>• Add a row with the "extra" ADA posting period (e.g., 09).<br><br>**IMPORTANT:** The "extra" ADA posting period must be the same for all codes, and it must be the same for all tracks at the campus. This period must also be entered in the **ADA Posting Period** field.<br><br>**Pattern** Type the two-digit ADA period.<br> Delete the pattern for that code if needed. |

**NOTE:** When using ALT+1 to add a row, you must press the 1 key on the keyboard, not the 1 key on the numeric keypad.

**IMPORTANT!** Be sure all tracks have the same ADA posting period for TeacherPortal:

On Attendance > Maintenance > TeacherPortal Options > Campus Options, set the **A/B Day: Period ADA Attendance Taken** fields to the periods when attendance is posted (e.g., 02 and 05).

❑ Click **Save**.

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## Delete a track:

❑ Click **Delete**.

A pop-up window opens which provides additional options.

**NOTE:** A track/calendar cannot be deleted if student enrollment records exist.

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| **Delete Track** | Select to delete both the track and the calendar. If selected, the **Delete Calendar** option is automatically selected (if a calendar exists) and disabled. |
| **Delete Calendar** | Select to delete only the calendar. The track will not be deleted.<br><br>This option is only enabled if a calendar exists for the selected track. |

❑ Click **Yes**.

A confirmation message is displayed.

The track and/or calendar are deleted. Click **OK**; it is not necessary to click **Save**.

Once deleted, the track number will no longer be listed in **Track** drop-down fields throughout TxEIS.


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