

Extended Year Options

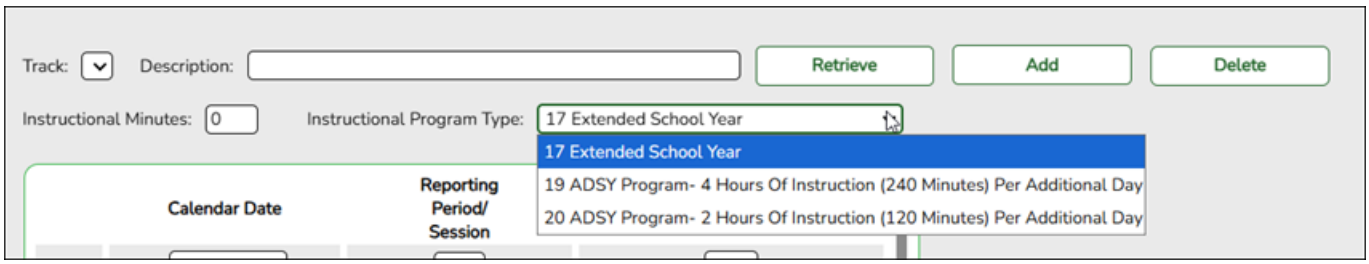
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Extended Year Options

Attendance > Maintenance > Extended Year Programs > Extended Year 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:

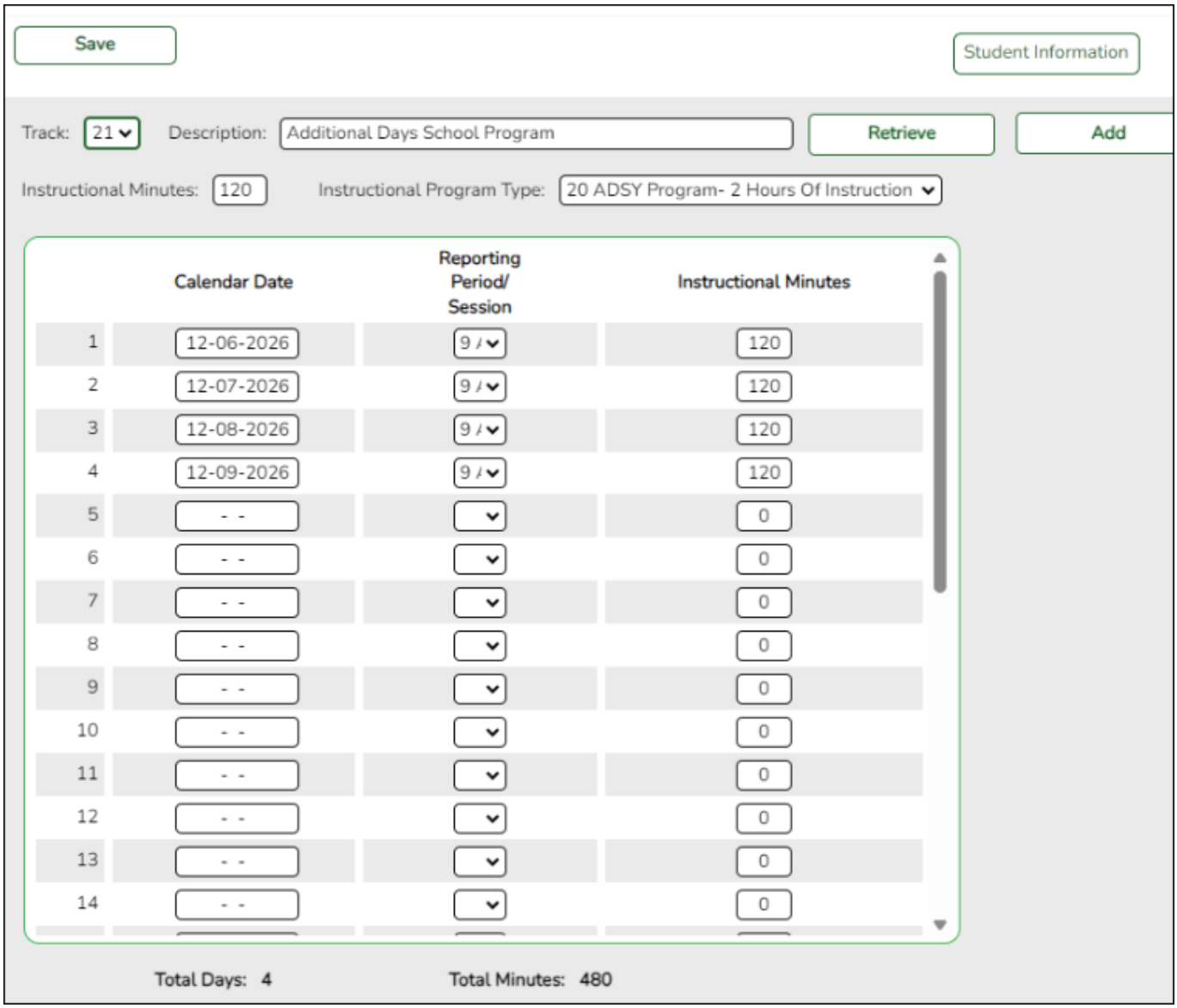
❑ Click **Add**.

❑ 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.

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.
Instructional Program Type	Select the Instructional Program Type for the track from the drop-down list.

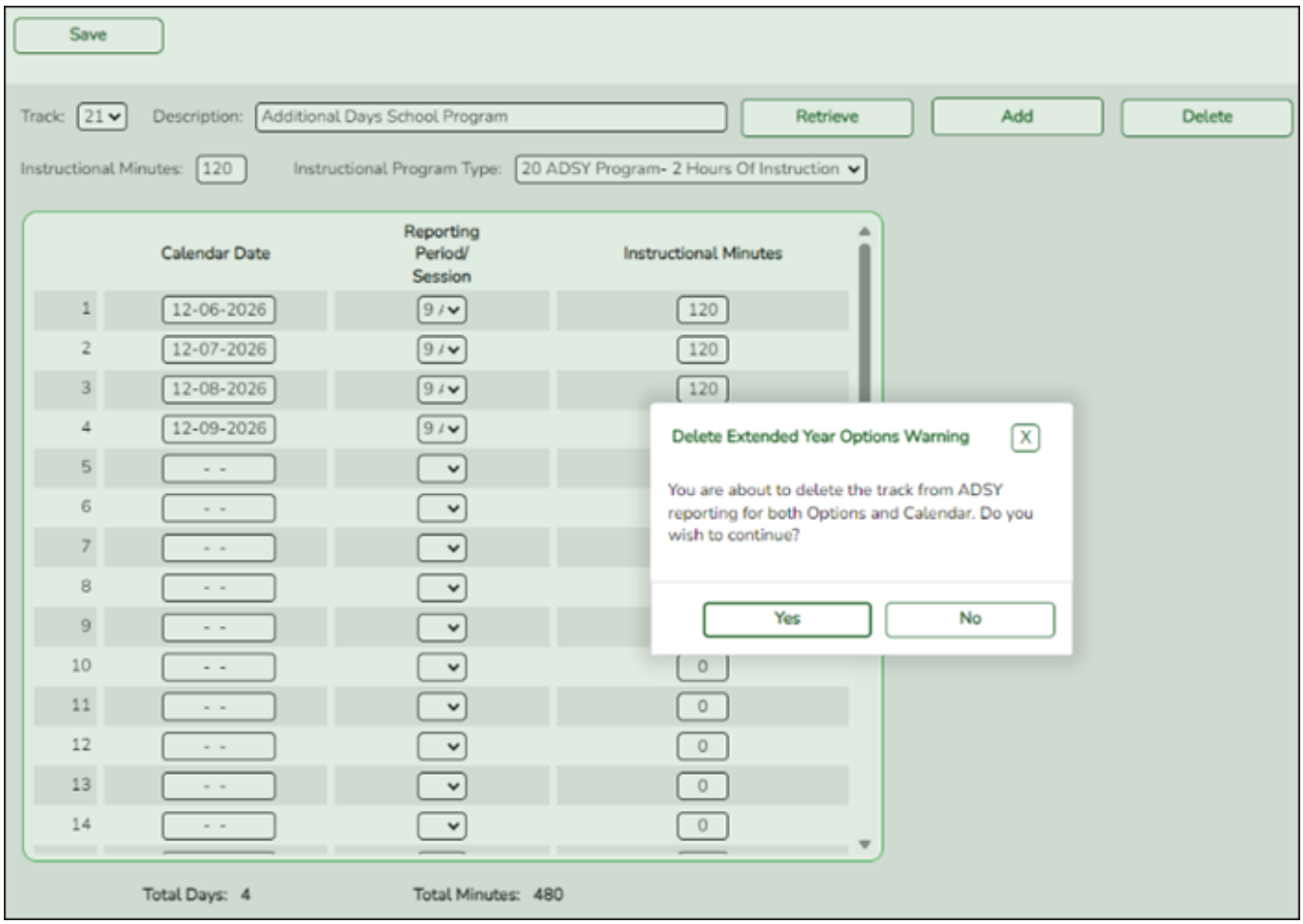


Calendar Date	Enter the dates of the program in the **Calendar Date** fields up to 30 days. • ADSY days can be on any day throughout the year as long as the day remains non-compulsory and does not take place on a required instructional day. • ADSY days can be held during the summer prior to or before a school year (May - August), on designated intersessional days throughout the year, or on weekends. • Dates may not be duplicated.
Reporting Period/Session	Select the reporting period or session associated with the calendar date.
Instructional Minutes	Displays the instructional minutes for the calendar date. The value defaults to the minutes entered in the Instructional Minutes fields and can be modified.
Total Days	Displays the total number of calendar dates entered for the track. The dates are automatically sorted when saved.
Total Minutes	Displays the total instructional minutes for the track. This value is automatically calculated when saved.

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

Delete a track:

❑ Click **Delete** to delete a track from ADSY reporting.




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