

Extended Year Options

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Extended Year Options 1

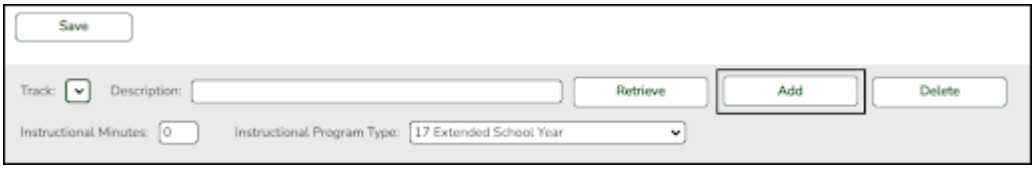
Extended Year Options

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:

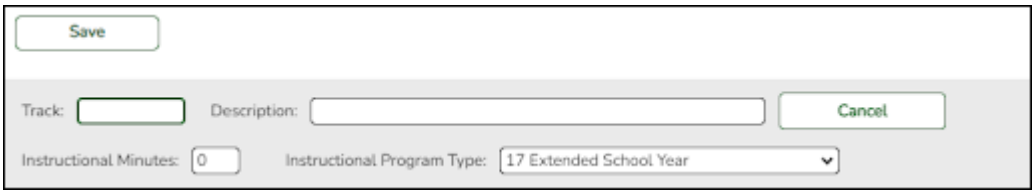
❑ Click **Add**.



❑ 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.



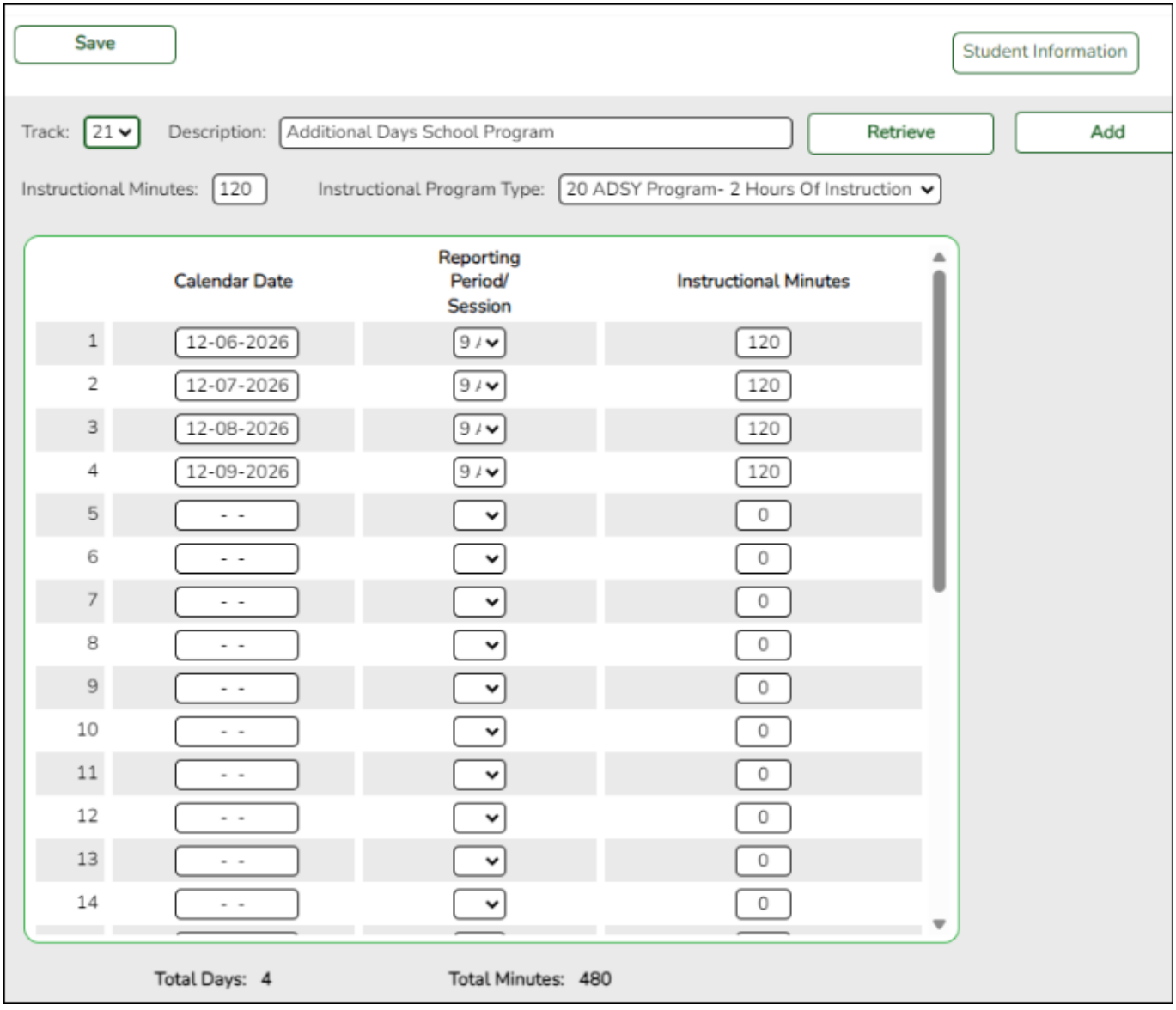
❑ Click **Save** or click **Cancel** to return.

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.

Instructional Program Type	XXX

❑ Enter the dates of the program in the **Calendar Date** fields up to 30 days.

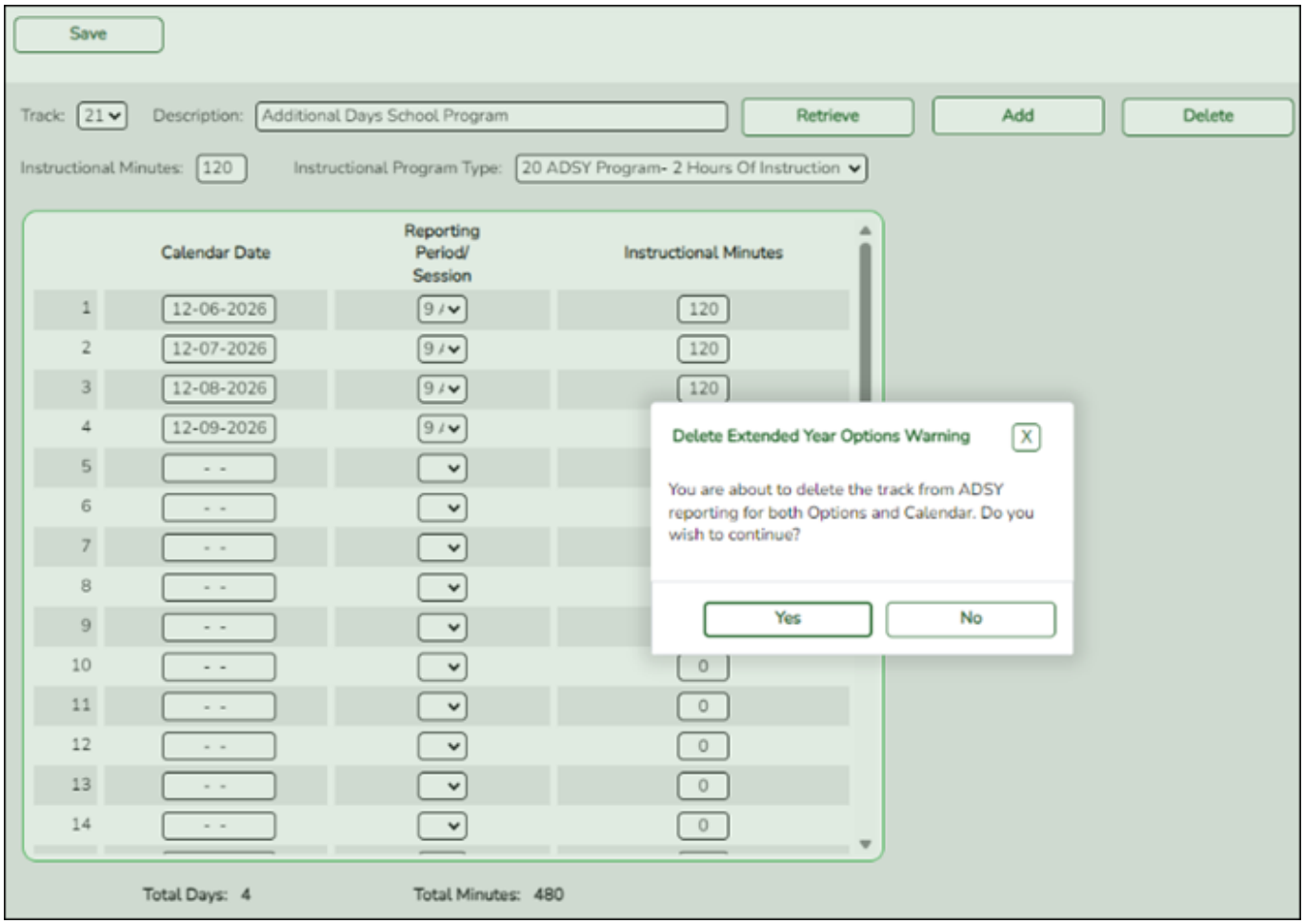
- ADSY days can be on any day throughout the year as long as the day remains non-compulsory and does not take place on a required instructional day.
- ADSY days can be held during the summer prior to or before a school year (May - August), on designated intersessional days throughout the year, or on weekends.
- Dates may not be duplicated.



- **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.




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