

Weekly Register Worksheet

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This page allows you to record flexible attendance data collected from the district weekly register data, which has already been calculated by district staff. Enter one record for each student who participated during the selected week. If a student has more than one grade level, track, campus, or instructional setting for the specified week, you must enter additional record(s).

Modify a record:

Field	Description
Track	Select the attendance track. Only tracks established for the campus in the Attendance application are listed.
Cycle	Type the one digit cycle (1-8).
Week	Type the reporting week (1-9).

Click **Retrieve**.

No of Days Taught	The number of days of instruction for the specified **Cycle** is displayed. TWEDS Data Element: NUMBER-DAYS-TAUGHT (E0935)
Cycle Date Range	The begin and end dates for the specified **Cycle** are displayed.

Any student records already entered for the specified week are displayed.

Click **+Add** to add a student record for the specified week.

Student ID	Begin typing the student ID (with leading zeros). As you begin typing, a drop-down list displays students whose ID begins with the numbers you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student. Only students who are currently (or have been during the school year) coded as eligibility code 7 or 8 are listed.
Grd Lvl	The student's current grade level is displayed.
Flex Att Program	Select the code indicating the flexible attendance program in which the student participates. TWEDS Data Element: FLEXIBLE-ATTENDANCE-PROGRAM-TYPE-CODE (E1045) (Code table: C177)

8. In the Elig Mins field, type the total number of school days (in minutes) the student was present and eligible for Foundation School Program funding during a particular reporting period. The field can be up to five digits.

9. In the InElig Mins field, type the total number of school days (in minutes) the student was present and ineligible for Foundation School Program funding during a particular reporting period. The field can be up to five digits.

10. In the Instructional Setting field, type or click drop-down arrow to select the code indicating the student's instructional setting.

11. In the Sp Ed Min field, type the total number of school days (in minutes) the student was present and had a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting during a particular reporting period. The field can be up to four digits.

If you enter special education minutes, you must select the student's primary disability and instructional setting codes.

12. In the CTE Mins field, type the total number of school days (in minutes) the student was present and an eligible participant in the Career and Technical Education (CTE) program during a particular reporting period. The field can be up to four digits.

13. In the Excess Mins field, type the total number weekly excess minutes, up to five digits.

14. In the BIL/ESL Mins field, type the total number of school days (in minutes) the student was present and an eligible participant in the bilingual/ESL program during a particular reporting period. The field can be a maximum of four digits.

If you enter bilingual/ESL minutes, you must indicate the student's LEP status.

15. In the LEP field, click drop-down arrow to indicate the student's Limited English Proficient (LEP) status.

16. In the PRS Mins field, type the total number of school days (in minutes) the student was present at school or served through Compensatory Education Home Instruction (CEHI) and an eligible recipient of pregnancy-related services during a particular reporting period. The field can be a maximum of four digits.

17. Select G/T if the student is participating in a state-approved gifted and talented program.

18. Select Multi Dis to indicate whether the student has been designated as multiply disabled by the ARD committee.

19. Select Primary Dis to indicate whether a primary disability has been recorded in the student's IEP.

20. To add a record, click +Add. A blank row is displayed in the grid.

21. Click Save to save the changes.

22. To delete a row, click . The row is shaded red to indicate that it will be deleted when the record is saved.

A confirmation message is displayed.

● Click Yes to delete all of the selected records.

● Click No to not delete the selected records.


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