


# Weekly Register Worksheet

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# Weekly Register Worksheet

***Attendance > Maintenance > Flexible Attendance > Weekly Register Worksheet***

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:

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| **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**.

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| **No of Days Taught** | The number of days of instruction for the specified **Cycle** is displayed.<br><br>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.

A blank row is added to the grid.

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| **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.<br><br>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.<br><br>TWEDS Data Element: FLEXIBLE-ATTENDANCE-PROGRAM-TYPE-CODE (E1045) (Code table: C177) |

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| **Elig Mins** | Type the total number of school days (in minutes, up to five digits) the student was present and eligible for Foundation School Program funding during the reporting period.<br><br>Valid values are 0 and 45-32400.<br>1-44, and numbers greater than 32400, are invalid.<br><br>TWEDS Data Element: FLEX-ATTEND-TOTAL-ELIGIBLE-MINUTES-PRESENT (E1046) |
| **InElig Mins** | Type the total number of school days (in minutes, up to five digits) the student was present but ineligible for Foundation School Program funding during the reporting period.<br><br>TWEDS Data Element: FLEX-ATTEND-TOTAL-INELIGIBLE-MINUTES-PRESENT (E1047) |
| **Instr Set** | Select the instructional setting used to provide instruction to the student.<br><br>**NOTE:** If set to 40 (mainstream), the value for this column will appear under **Mainstream Mins**, instead of under **Sp Ed Mins**, on SAT5100 - Flexible Attendance Student Detail Report. |
| **Sp Ed Days** | Type the total number of school days (in whole numbers, between 0-180) the student was present and had a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting during the reporting period.<br><br>If you enter special education days, you must select the student's primary disability and instructional setting codes.<br><br>TWEDS Data Elements:<br>FLEX-ATTEND-TOTAL-SP-ED-MAINSTREAM-DAYS-ELIGIBLE (E1049)<br>FLEX-ATTEND-DAYS-ELIGIBLE-IN-INSTR-SETTING (E1051) |
| **CTE Mins** | Type the total number of school days (in minutes, up to four digits) the student was present and an eligible participant in the Career and Technical Education (CTE) program during the reporting period.<br><br>Valid values are 0 and 45-5400.<br>1-44, and numbers greater than 5400, are invalid.<br><br>TWEDS Data Element: FLEX-ATTEND-TOTAL-CAREER-TECH-MINUTES-PRESENT (E1053) |
| **Excess Mins** | Type the total number weekly excess minutes, up to five digits.<br><br>TWEDS Data Element: FLEX-ATTEND-EXCESS-MINUTES-IN-INSTR-SETTING (E1052) |
| **BIL/ESL Days** | Type the total number of school days (in whole numbers, between 0-180) the student was present and an eligible participant in the bilingual/ESL program during the reporting period.<br>If you enter bilingual/ESL days, you must select the student's EB status.<br>TWEDS Data Element: FLEX-ATTEND-TOTAL-BILINGUAL/ESL-DAYS-ELIGIBLE (E1050) |
| **EB** | Indicate the student's Emergent Bilingual (EB) status. |
| **Bil/ESL Fund Cd** | Indicate the language program in which the student participates during the reporting period.<br><br>TWEDS Data Element: BILINGUAL/ESL-FUNDING-CODE (E1651) (Code table: C225) |

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| **PRS Days** | Type the total number of school days (in whole numbers, between 0-180) the student was present at school or served through Compensatory Education Home Instruction (CEHI) and an eligible recipient of pregnancy-related services during the reporting period.<br><br>TWEDS Data Element: FLEX-ATTEND-TOTAL-PRS-DAYS-ELIGIBLE (E1048) |
| **G/T** | Select if the student is participating in a state-approved gifted and talented program. |
| **Multi Dis** | Select if the student has been designated as multiply disabled by the ARD committee. This field is not displayed for the 2019-2020 school year and later. |
| **Primary Dis** | Select the primary disability recorded in the student's IEP, if applicable. This field is not displayed for the 2019-2020 school year and later. |

❑ Click **Save**.

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## Other functions and features:

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|  | Delete a row.<br>1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.<br><br>2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.<br><br>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). |


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