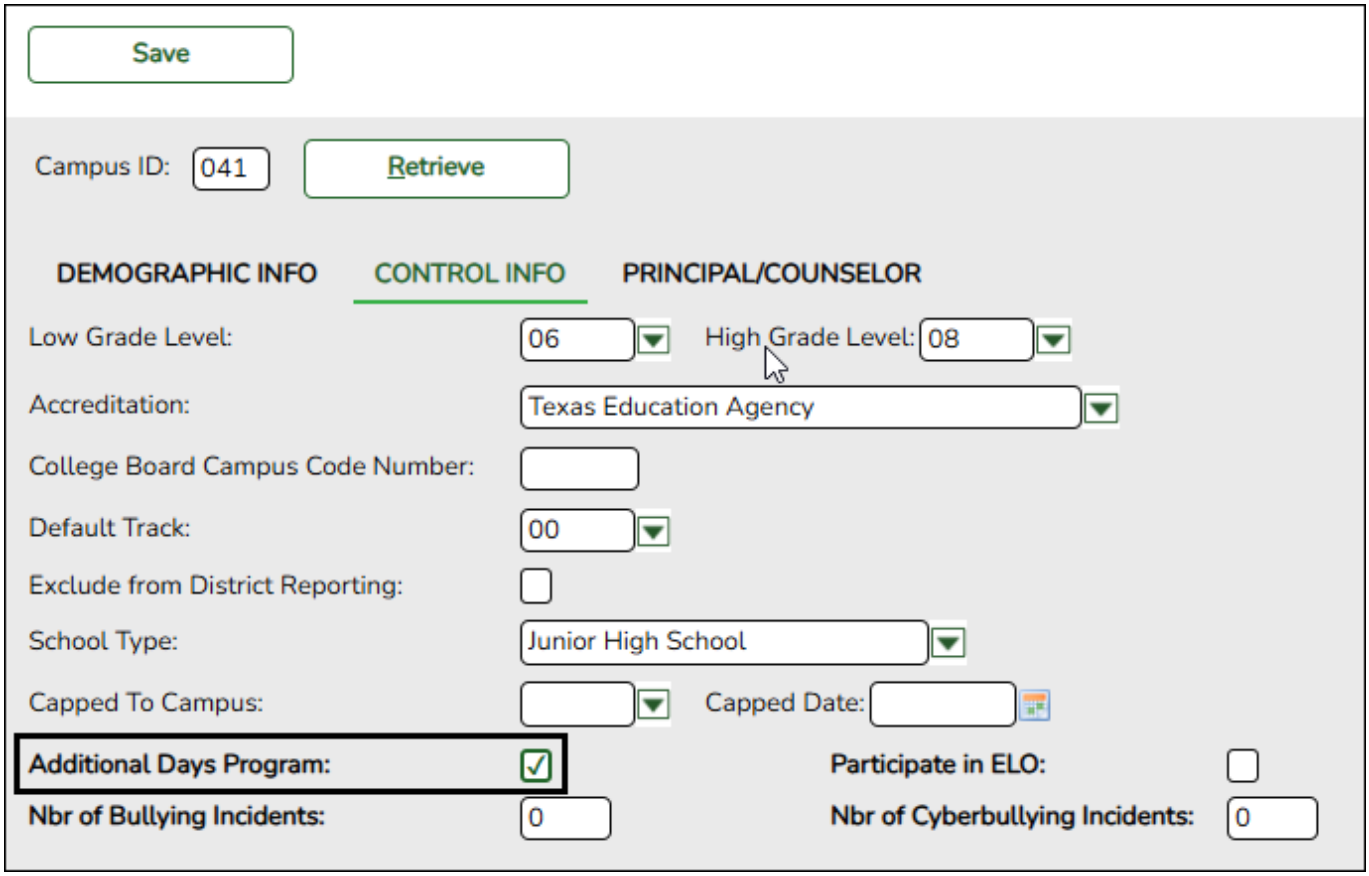


Add a new track:

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Set up the ADSY campus and select the course section that will be reported and the instructor who will be participating in the Additional Days Program.

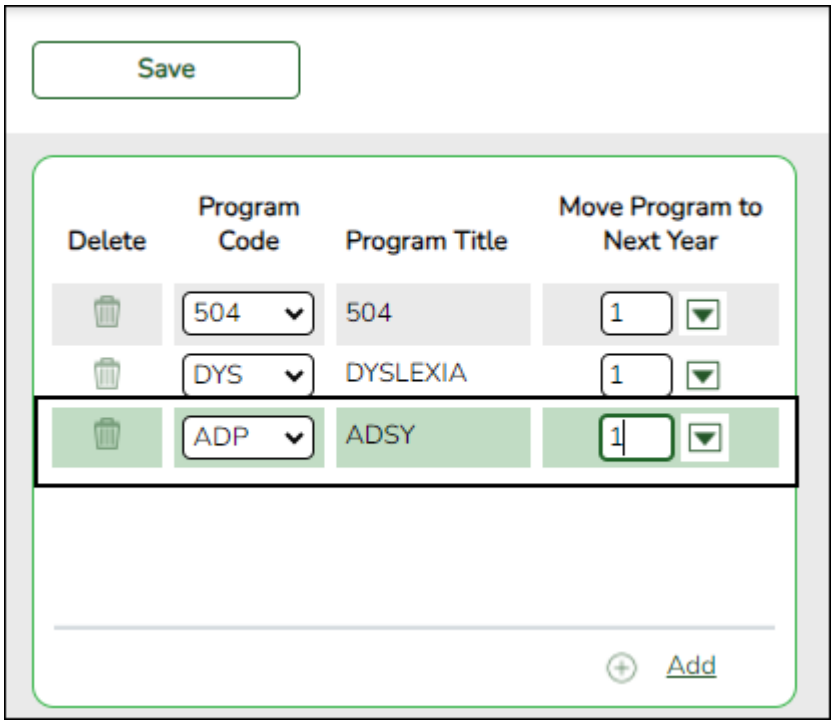
Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info



❑ **(FOR HOST AND NON-HOST CAMPUSES)**: Indicate whether the campus will have students participating in the Additional Days Program by checking or unchecking the **Additional Days Program** option. This step is required if any students are participating in the program, even if the campus itself is not offering additional days.

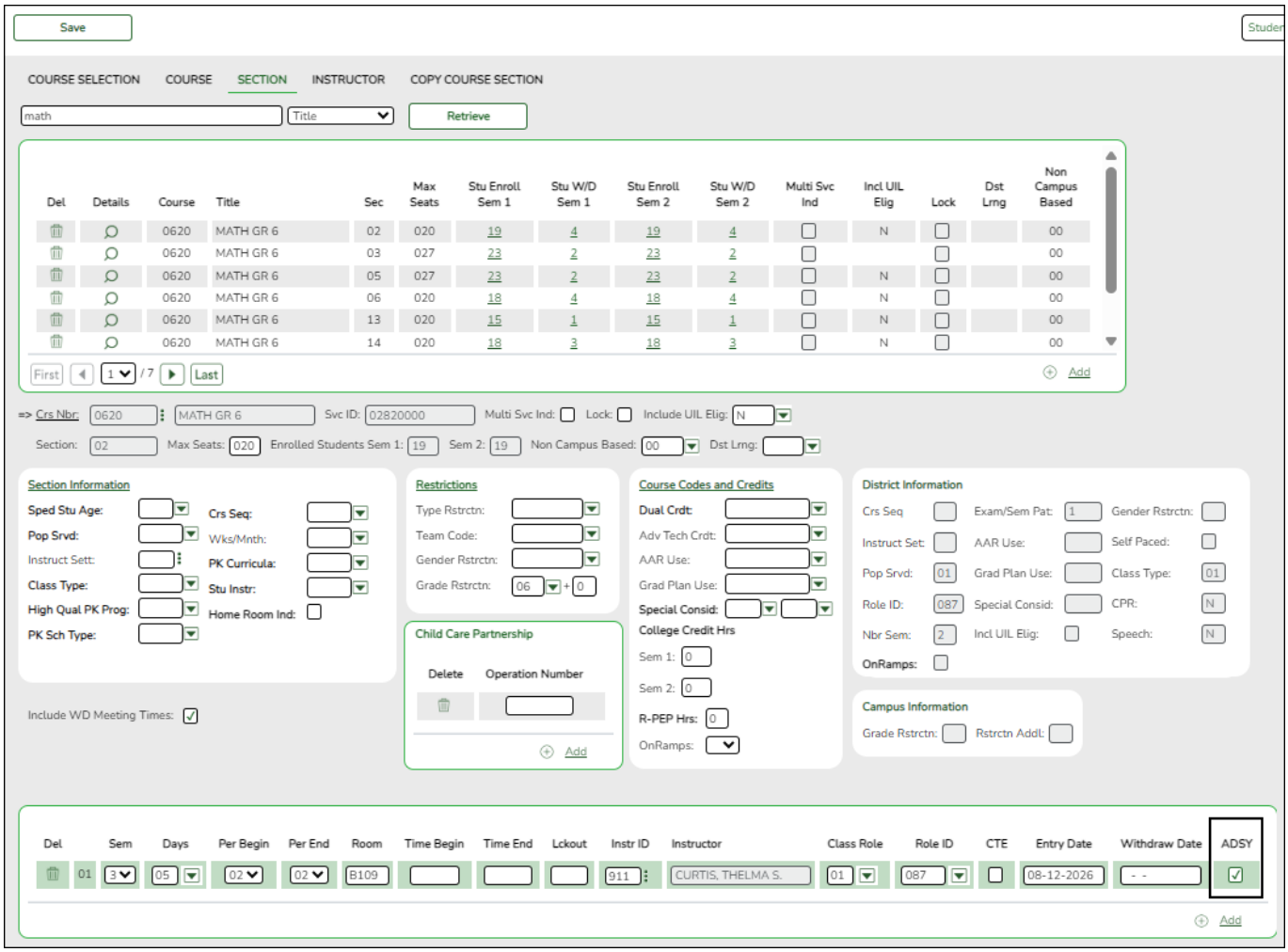
❑ Click **Save**.

Registration > Maintenance > Campus Profile > Campus Local Program Codes



❑ Click **Save**.

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section



NOTE: When selecting a **Role ID** other than 047 and 087, you will not be able to save changes and will receive an error message.

NOTE: **This applies when the Additional Days School Year (ADSY) Program is held at a campus other than the enrolled campus.** Individual Course numbers will need to be created and crosswalked on Grade Reporting > Maintenance > Tables > TSDS Crosswalks when the ADSY Program is not held at the student's enrolled campus.

These courses, sections, and instructors need to be created at both the enrolled and Host campus.

The Course Number should be specific to each campus.

NOTE: At least one ADSY student must be enrolled in the course section on Grade Reporting > Maintenance > Student > Individual Maintenance in order for the StaffSectionAssociation to be sent to TSDS.

❑ Click **Save**.

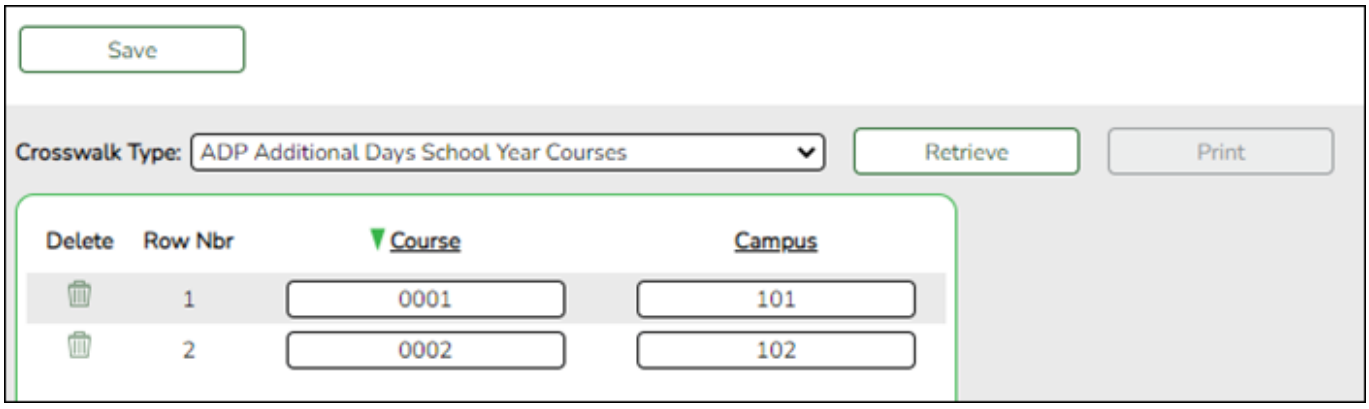
Grade Reporting > Maintenance > Tables > TSDS Crosswalks

NON-HOST CAMPUS

This process will crosswalk the Campus ID for the Staff Responsibility record.

The 4-digit Course number should be specific to each campus. Individual Course numbers will need to be created on Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section and then crosswalked.

The Campus ID indicated in the crosswalk will generate as the Campus ID for the Staff Responsibility Record.



❑ Select *ADP Additional Days School Year Courses* from the **Crosswalk Type** drop-down menu of the ADSY Host campus.

❑ Enter the campus-specific, 4-digit Course number and the 3-digit Campus number.

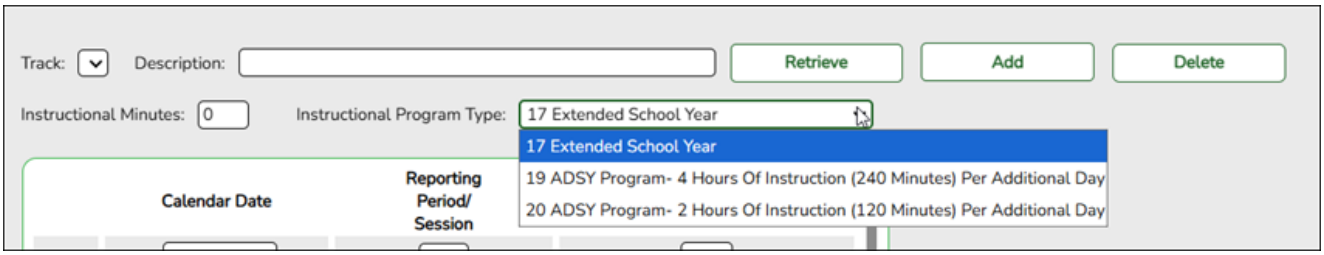
❑ Click **Save**.

See the PEIMS Extended Year Submission training guide for information on how to report Additional Days School Year for the Extended School Year Submission.

Attendance > Maintenance > Extended Year Programs > Extended Year Options

(FOR HOST AND NON-HOST CAMPUSES) Create the 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.

❑Select the Instructional Program Type from the drop-down field.

- Select **19: ADSY Program - 4 Hours Of Instruction (240 Minutes) Per Additional Days** if the Additional Days School Year Program offers four hours of instruction (240 minutes) for 1-30 additional school days (School year calendar must meet 200 full days to receive 3/4 day

funding).
- Select **20: ADSY Program - 2 Hours Of Instruction (120 Minutes) Per Additional Days** if the Additional Days School Year Program offers two hours of instruction (120 minutes) for 1-30 additional school days (School year calendar does not meet 200 full days. 1/2 day funding)

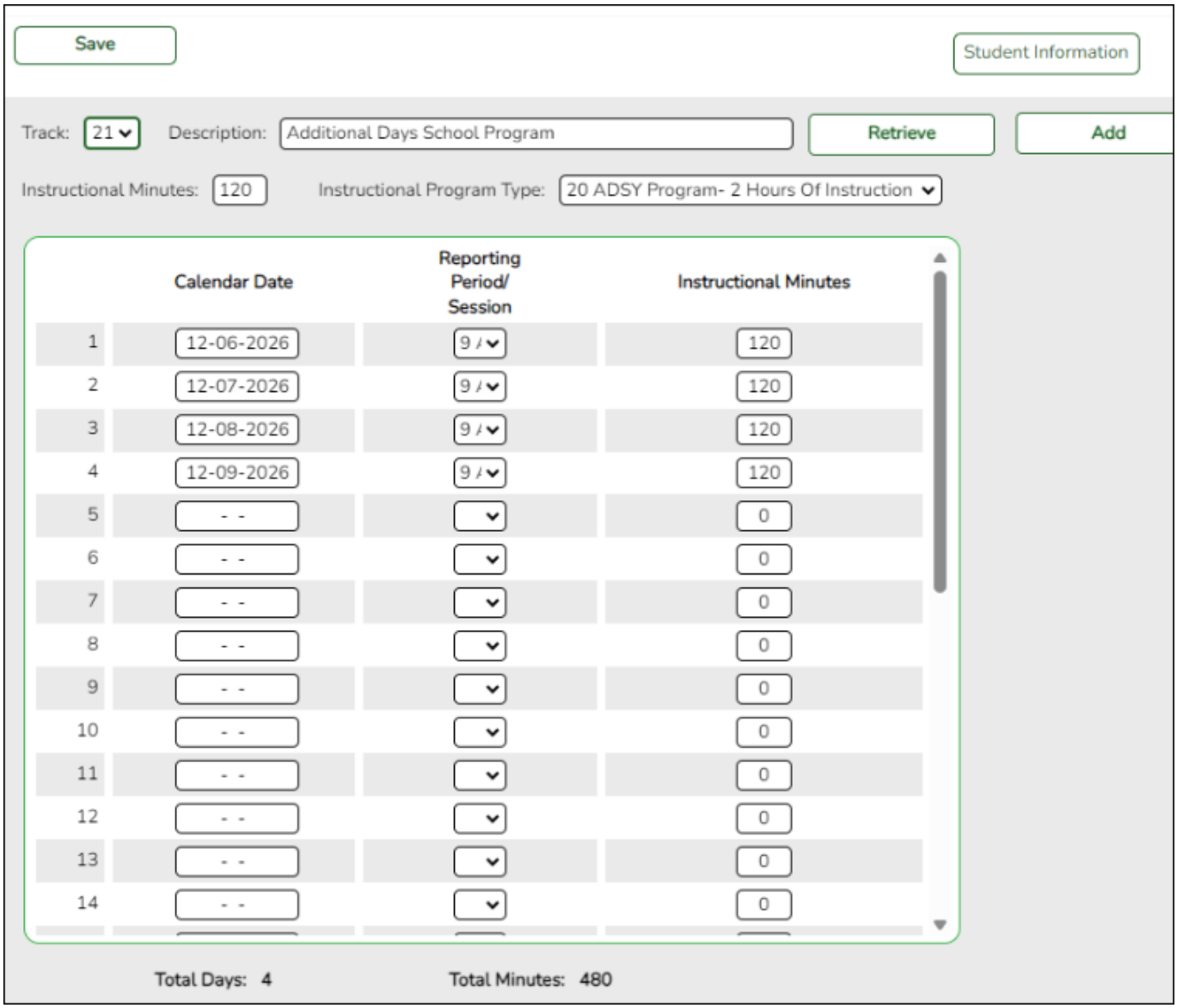
❑ Click **Save** or click **Cancel** to return.

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	(Required) Select the Instructional Program Type that indicates the type of attendance program associated with this track.

❑ 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 after a school year (May - August), on designated intersessional days throughout the year, or on weekends.
- Dates may not be duplicated.
- The Additional Days Program (ADP) will now accept dates that fall outside the school year calendar and that are on weekends or holidays.

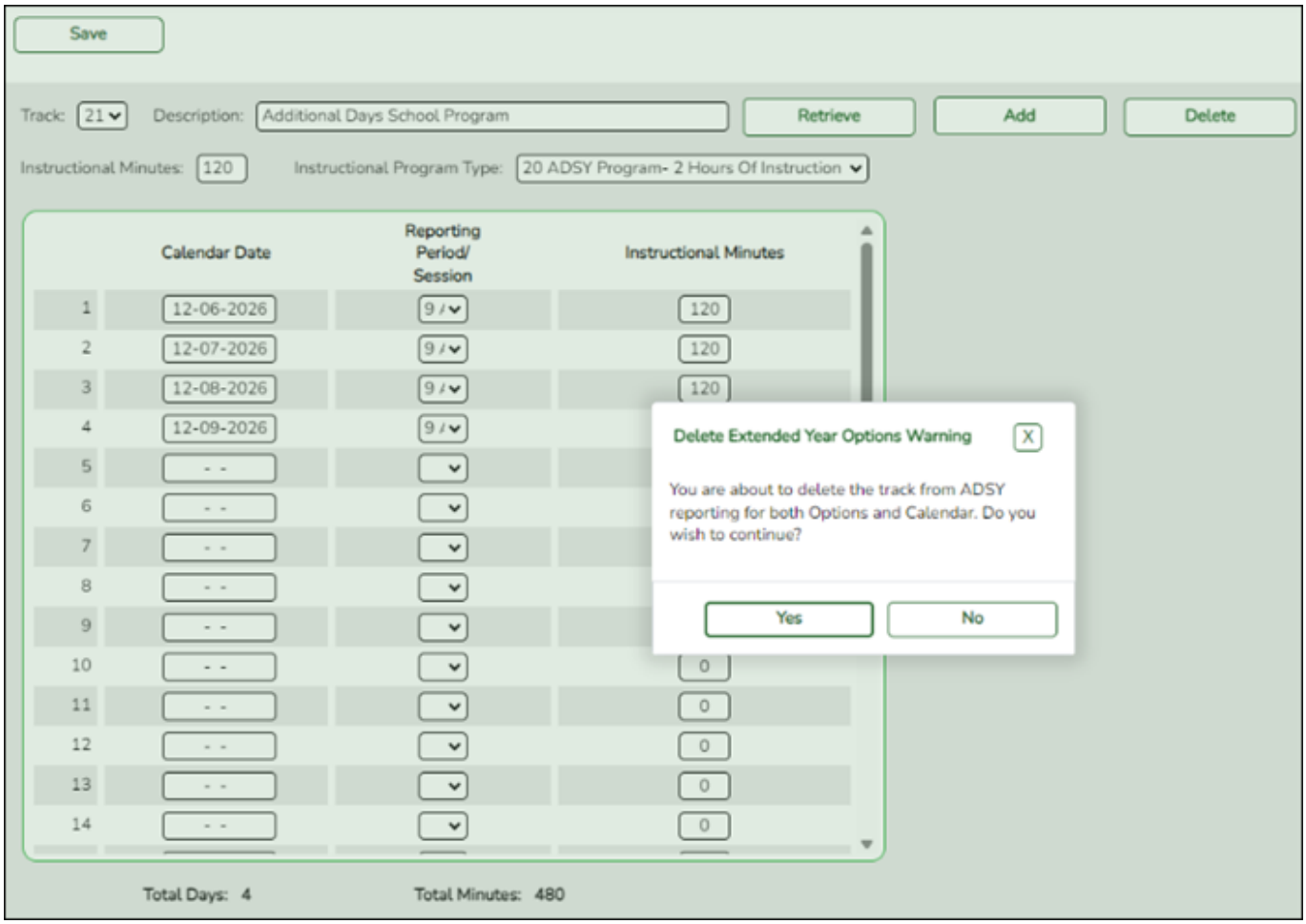
A school district cannot enter ADSY information for an upcoming school year while the system still reflects the previous year. The district must first complete the Annual Student Data Rollover (ASDR) to update the system to the new school year. Once the current year is updated, ADSY data for that year can be entered into the system.



Calendar Date	Enter the calendar date that instruction for the program is provided.
Reporting Period/Session	Enter the ReportingPeriod for which the attendance data is being reported.
Instructional Minutes	Enter the instructional minutes the program provides instruction for the day.
Total Days	Populates as dates are entered and will auto-sort at **Save**.
Total Minutes	This field will auto-populate at **Save**.

Delete a track:

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



Verify Dates:

ADSY Calendar dates can be verified on the Campus Calendar report that can be generated by:

- Navigating to ***Attendance > Maintenance > Campus > Campus Calendar***
- Select any track. Click Retrieve.
- Click Print.

The ADSY Days are found usually on page 2 of the report.

Date Run: 1/24/2022 1:47 PM
Cnty-Dist: 964-964
Campus: 101
Track: 01
Regular track

Campus Calendar
TEXAS ISD
101 School
School Year 2022

First Day of School :	08/02/2021
Last Day of School :	05/23/2022
Daily Minutes:	420
Shortened Daily Minutes:	180

Instructional Program Type: 01 Standard Program for school district campus following 75600 Operational Minutes (Does not include PK Programs/Grades)

Rptng Perio	Begin Date	Mem Days	Shrtnd Mem Waiver Day	Non Mem Waiver Day	Daily Min (DM)	Waiver Min (WM)
1	08/02/2021	40	0	0	16,800	0
2	10/04/2021	20	0	0	8,400	0
3	11/01/2021	33	0	0	13,860	0
4	01/04/2022	30	0	0	12,600	0
5	02/15/2022	24	0	0	10,080	0
6	03/28/2022	41	0	0	17,220	0
	Total:	188	0	0	78,960	0

Yearly Total Minutes(DM+WM) : 78,960

Warning! Please make sure to check the total of Daily Minutes and Waiver Minutes. Total must be at least 75,600 minutes.

Events & Minutes Details

Adjust Minutes

Date	Mins	Date	Mins	Date	Mins	Date	Mins	Date	Mins	Date	Mins

Make-up Day

Date	Daily Mins

Weather Day

Date	Daily Mins

Holidays

09/20/2021	09/21/2021	09/22/2021	09/23/2021	09/24/2021	11/24/2021	11/25/2021	11/26/2021
12/20/2021	12/21/2021	12/22/2021	12/23/2021	12/24/2021	12/27/2021	12/28/2021	12/29/2021
12/30/2021	12/31/2021	03/07/2022	03/08/2022	03/09/2022	03/10/2022	03/11/2022	

Additional Days School Year

Track: 21 ADDITIONAL DAYS SCHOOL PROGRAM

01/10/2022	01/11/2022	01/12/2022	01/15/2022	01/16/2022	01/17/2022	01/18/2022	01/19/2022
01/20/2022	01/21/2022	01/22/2022	01/23/2022	01/25/2022	01/26/2022		


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
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