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## **Update data: (FOR HOST AND NON-HOST CAMPUSES)**



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Select the course section that will be reported and the instructor who will be participating in the Additional Days Program.

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

The screenshot shows the 'Section' maintenance form. At the top, there is a 'Save' button and tabs for 'Student Information' and 'School Year:'. Below these are tabs for 'COURSE SELECTION', 'COURSE', 'SECTION', 'INSTRUCTOR', and 'COPY COURSE SECTION'. The 'SECTION' tab is selected, showing a table with one row for course 0220:2 ELAR. The table has columns for Del, Details, Course, Title, Sec, Max Seats, Stu Enroll Sem 1, Stu W/D Sem 1, Stu Enroll Sem 2, Stu W/D Sem 2, Multi Svc Ind, Incl UIL Elig, Lock, Dst Lrng, and Non Campus Based. Below the table are various input fields for course details, restrictions, and district information. At the bottom, there is a table with columns for Del, Sem, Days, Per Begin, Per End, Room, Time Begin, Time End, Lkout, Instr ID, Instructor, Class Role, Role ID, CTE, Entry Date, Withdraw Date, and ADSY.

**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 > Studnet > Individual Maintenance in order for the StaffSectionAssociation to be sent to TSDS.

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

Save

Campus ID:  

Retrieve

DEMOGRAPHIC INFO	CONTROL INFO	PRINCIPAL/COUNSELOR
Low Grade Level:	<input type="text" value="EE"/> ▼	High Grade Level: <input type="text" value="05"/> ▼
Accreditation:	<input type="text" value="T"/> ▼	
College Board Campus Code Number:	<input type="text" value="443705"/>	
Default Track:	<input type="text" value="01"/> ▼	
Exclude from District Reporting:	<input type="checkbox"/>	
School Type:	<input type="text" value="Elementary School"/> ▼	
Capped To Campus:	<input type="text"/> ▼	Capped Date: <input type="text"/>
Full Day PK Waiver:	<input type="checkbox"/>	
Additional Days Program:	<input checked="" type="checkbox"/>	Participate in ELO: <input type="checkbox"/>
Nbr of Bullying Incidents:	<input type="text" value="0"/>	Nbr of Cyberbullying Incidents: <input type="text" value="0"/>

**Office of Civil Rights (OCR) Options**

School has Students Participating in Single-Sex Interscholastic Athletics:

School has Students Enrolled in One or More Single-Sex Academic Classes:

School has Students who Receive Corporal Punishment for Disciplinary Purposes:

Campus-wide Residential Facility:

**(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. This will give access to ADSY Options and ADSY Attendance on Attendance > Maintenance > Addtnl Days Program.

Click **Save**.

**Registration > Maintenance > Campus Profile > Campus Local Program Codes**

Save

Delete	Program Code	Program Title	Move Program to Next Year
	504 ▾	504	1 ▾
	DYS ▾	DYSLEXIA	1 ▾
	GEH ▾	GENERAL ED HOMEBOUND	1 ▾
	INT ▾	INTERVENTION STRATEGY	1 ▾
	ADP ▾	ADDITIONAL DAYS PROGRAM	1 ▾

+ Add

**Update data: (FOR HOST AND NON-HOST CAMPUSES)**

Existing codes are displayed in order by code.

Click **+** **Add** to add a row.

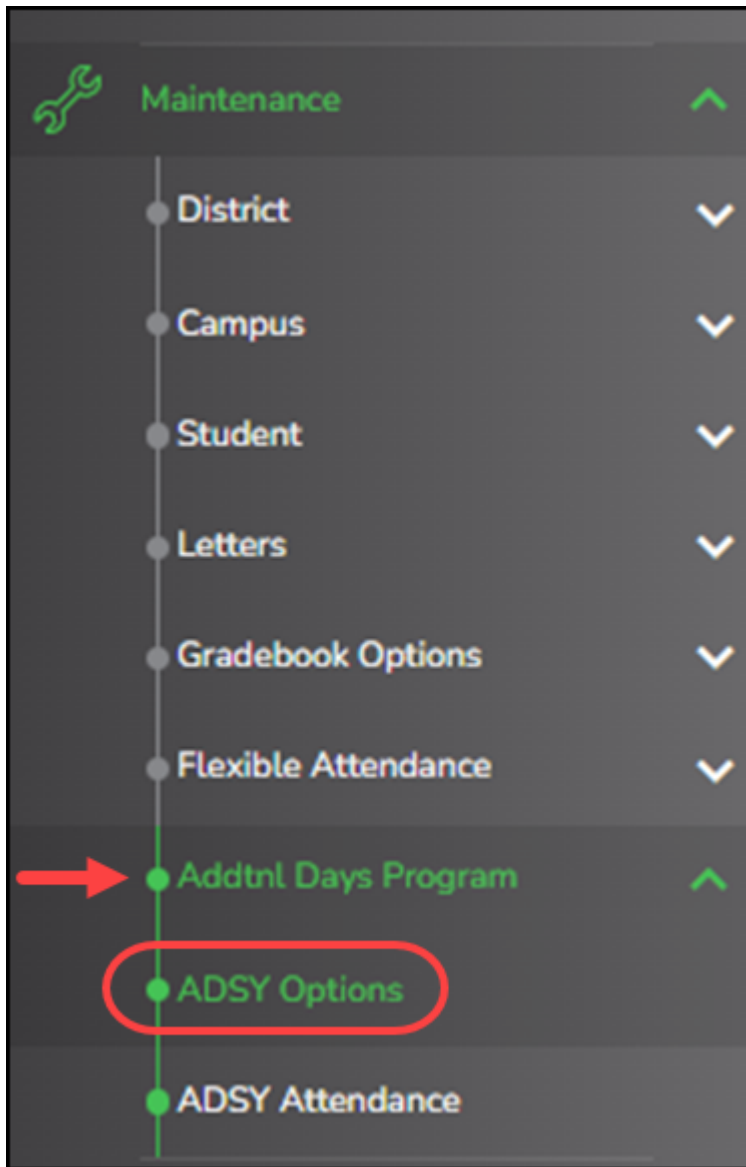
A blank row is added to the grid.

Select the district local program code from the drop-down menu that was created for Additional Days Program.

Select 1, 2, or 3 from the **Move Program to Next Year** drop-down.

Click **Save**.

**Attendance > Maintenance > Addtnl Days Program > ADSY 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.

Save

Track:  Description:  Cancel

Instructional Minutes:

	Calendar Date	Instructional Minutes
1	<input type="text" value="01-10-2022"/>	<input type="text" value="120"/>
2	<input type="text" value="01-11-2022"/>	<input type="text" value="120"/>
3	<input type="text" value="01-12-2022"/>	<input type="text" value="120"/>
4	<input type="text" value="01-13-2020"/>	<input type="text" value="120"/>
5	<input type="text" value="01-14-2020"/>	<input type="text" value="120"/>
6	<input type="text" value="01-15-2022"/>	<input type="text" value="120"/>
7	<input type="text" value="01-16-2022"/>	<input type="text" value="120"/>
8	<input type="text" value="01-17-2022"/>	<input type="text" value="120"/>
9	<input type="text" value="01-18-2022"/>	<input type="text" value="120"/>
10	<input type="text" value="01-19-2022"/>	<input type="text" value="120"/>
11	<input type="text" value="01-20-2022"/>	<input type="text" value="120"/>
12	<input type="text" value="01-21-2022"/>	<input type="text" value="120"/>
13	<input type="text" value="01-22-2022"/>	<input type="text" value="120"/>
14	<input type="text" value="01-23-2022"/>	<input type="text" value="120"/>

Total Days: 14      Total Minutes: 1680

**Add a new track:**

Click **Add**.

Save

Track:  Description:  Retrieve **Add** Delete

Instructional Minutes:

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.

The screenshot shows a form with the following elements: a 'Save' button at the top left; a 'Track:' label followed by a text input field; a 'Description:' label followed by a larger text input field; and a 'Cancel' button at the top right. Below these is the label 'Instructional Minutes:' followed by a text input field containing the number '0'.

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

<b>Track</b>	(Required) Select the attendance track.
<b>Description</b>	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 > Addtln Days Program pages.
<b>Instructional Minutes</b>	(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.

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.

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.

Save

Track: 22 ▾
 Description: ADDITIONAL DAYS SCHOOL PROGRAM
Retrieve
Add
Delete

Instructional Minutes: 120

	Calendar Date	Instructional Minutes
1	<span style="border: 1px solid black; padding: 2px 5px;">12-06-2021</span>	<span style="border: 1px solid black; padding: 2px 5px; border-radius: 5px;">120</span>
2	<span style="border: 1px solid black; padding: 2px 5px;">12-07-2021</span>	<span style="border: 1px solid black; padding: 2px 5px; border-radius: 5px;">120</span>
3	<span style="border: 1px solid black; padding: 2px 5px;">12-08-2021</span>	<span style="border: 1px solid black; padding: 2px 5px; border-radius: 5px;">120</span>
4	<span style="border: 1px solid black; padding: 2px 5px;">12-09-2021</span>	<span style="border: 1px solid black; padding: 2px 5px; border-radius: 5px;">120</span>
5	<span style="border: 1px solid black; padding: 2px 5px;">--</span>	<span style="border: 1px solid black; padding: 2px 5px; border-radius: 5px;">0</span>
6	<span style="border: 1px solid black; padding: 2px 5px;">--</span>	<span style="border: 1px solid black; padding: 2px 5px; border-radius: 5px;">0</span>
7	<span style="border: 1px solid black; padding: 2px 5px;">--</span>	<span style="border: 1px solid black; padding: 2px 5px; border-radius: 5px;">0</span>
8	<span style="border: 1px solid black; padding: 2px 5px;">--</span>	<span style="border: 1px solid black; padding: 2px 5px; border-radius: 5px;">0</span>
9	<span style="border: 1px solid black; padding: 2px 5px;">--</span>	<span style="border: 1px solid black; padding: 2px 5px; border-radius: 5px;">0</span>
10	<span style="border: 1px solid black; padding: 2px 5px;">--</span>	<span style="border: 1px solid black; padding: 2px 5px; border-radius: 5px;">0</span>
11	<span style="border: 1px solid black; padding: 2px 5px;">--</span>	<span style="border: 1px solid black; padding: 2px 5px; border-radius: 5px;">0</span>
12	<span style="border: 1px solid black; padding: 2px 5px;">--</span>	<span style="border: 1px solid black; padding: 2px 5px; border-radius: 5px;">0</span>
13	<span style="border: 1px solid black; padding: 2px 5px;">--</span>	<span style="border: 1px solid black; padding: 2px 5px; border-radius: 5px;">0</span>
14	<span style="border: 1px solid black; padding: 2px 5px;">--</span>	<span style="border: 1px solid black; padding: 2px 5px; border-radius: 5px;">0</span>
--	<span style="border: 1px solid black; padding: 2px 5px;">--</span>	<span style="border: 1px solid black; padding: 2px 5px; border-radius: 5px;">0</span>

Total Days: 4
Total Minutes: 480

**NOTE:**

- **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.

Save

Track: 22 Description: ADDITIONAL DAYS SCHOOL PROGRAM Retrieve Add Delete

Instructional Minutes: 120

	Calendar Date	Instructional Minutes
1	12-06-2021	120
2	12-07-2021	120
3	12-08-2021	120
4	12-09-2021	120
5	--	0
6	--	0
7	--	0
8	--	0
9	--	0
10	--	0
11	--	0
12	--	0
13	--	0
14	--	0
--	--	0

Total Days: 4 Total Minutes: 480

**Delete ADSY Options Warning** [X]

You are about to delete the track from ADSY reporting for both Options and Calendar. Do you wish to continue?

Yes No

**Verify Dates:**

ADSY Calendar dates can be verified on **Attendance > Maintenance > Campus > Campus Calendar**

**NOTE:** The Additional Days Program (ADP) will now accept dates that fall outside the school year calendar and that are on weekends or holidays.

Save

Student Information

**Calendar Operational Minutes**

Track:

01

Retrieve

Print

Instructional Program Type: 01 Standard Program for school district campus foll  
 Daily Minutes: 420 Shortened Daily Minutes: 180

August 2021							September 2021							October 2021							November 2021										
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa				
1	2	3	4	5	6	7				1	2	3	4						1	2	1	2	3	4	5	6					
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13				
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20				
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27				
29	30	31	26	27	28	29	30	24	25	26	27	28	29	30	28	29	30														
														31																	
December 2021							January 2022							February 2022							March 2022										
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa				
				1	2	3	4						1			1	2	3	4	5			1	2	3	4	5				
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12				
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19				
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26				
26	27	28	29	30	31	23	24	25	26	27	28	29	27	28	27	28	29	30	31	27	28	29	30	31							
							30	31																							
April 2022							May 2022							June 2022							July 2022										
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa				
					1	2	1	2	3	4	5	6	7				1	2	3	4						1	2				
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9				
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16				
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23				
24	25	26	27	28	29	30	29	30	31	26	27	28	29	30	24	25	26	27	28	29	30	24	25	26	27	28	29	30			
																					31										

Legend		Day Type Selection	
	Begin School		Begin School
	Membership		Membership
	Begin Cycle		Begin Cycle
	Holiday		Holiday
	Weekend		Weekend
	End of School		End of School
	Inservice		Inservice
	Adjust Minutes		Adjust Minutes
	Make-up Day		Make-up Day
	Weather Day		Weather Day
	Waiver		Waiver

Rptng Period	Mem Days	Shrtnd Mem Waiver Days	Non Mem Waiver Days	Daily Mins (DM)	Waiver Mins (WM)
Cycle 1	40	0	0	16,800	0
Cycle 2	20	0	0	8,400	0
Cycle 3	33	0	0	13,860	0
Cycle 4	30	0	0	12,600	0
Cycle 5	24	0	0	10,080	0
Cycle 6	41	0	0	17,220	0
<b>Total:</b>	<b>188</b>	<b>0</b>	<b>0</b>	<b>78,960</b>	<b>0</b>

Yearly Total Mins(DM+WM): 78,960  
 Warning! Yearly Total Mins (DM+WM) must be at least 75,600 minutes.

Select any track. Click **Retrieve**.

Click **Print**.

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
<b>Total:</b>		<b>188</b>	<b>0</b>	<b>0</b>	<b>78,960</b>	<b>0</b>

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						Weather Day					
Date	Daily Mins					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		



## Back Cover