



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

Table of Contents

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

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 State Reporting > Crosswalks when the ADSY Program is not held at the student's enrolled campus. These courses/course sections/instructors will be created at both the enrolled and Host campus.

Select whether or not this campus will have additional school days in the year by checking or unchecking **Additional Days Program**. This will give access to ADSY Options and ADSY Attendance on Attendance > Maintenance > Addtnl Days Program.

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

NOTE: At least one ADSY student must be enrolled in the course section on Grade Reporting > Maintenance > Student > Individual Maintenance in order for the Staff Classroom responsibility record to extract to State Reporting.

Interchange: MasterSchedule Complex Type: SectionExtension

Description: Represents a setting in which organized instruction of course content is provided to one or more students for a given period of time. This complex type lists the current year courses taken by a student or taught by a teacher. A course may be offered to more than one class/section. Instruction, provided by one or more teachers or other staff members, may be delivered in person or via a different medium.

The following element from the *SectionExtension* complex type is included in Submission 4:

- COURSE-SEQUENCE-CODE **Crs Seq** (E0948) (Code table: C135) is the order in which the course was scheduled. **This should only be used if the course, or part of the course is taught out of sequence, such as a credit recovery or self-paced course** (e.g., the second semester of English I is taught during the first semester). Leave blank if the course is not taught out of sequence. Verify all course sequence codes in the district course and campus section records in the master schedule. For Submission 4, verify course sequence for all dual-credit courses offered during summer months.

Interchange: StaffAssociationExtension Complex Type: StaffResponsibilitiesExtension

Description: Represents staff associated with their responsibilities within the LEA and/or school.

The following elements from the *StaffResponsibilitiesExtension* complex type is included in Submission 4:

- ROLE-ID **Role ID** (E0721) (Code table: C021) identifies the capacity in which a person serves. Examples of roles are teacher, art therapist, and superintendent.
- SERVICE-ID **Svc ID** (E0724) (Code table: C022) refers to the services supplied by staff. If the SERVICE-ID listed in Code Table C022 ends in XXX, then any value will be allowed in character positions 6-8. The values in character positions 6-8 will be changed to XXX at TEA during data

loading.

- CLASS-ID-NUMBER (E1056) identifies a unique course section, that is unique for a particular school year, Campus, and SERVICE-ID. The CLASS-ID-NUMBER may be any 14 character district defined identifier comprised of letters and/or numbers.

- POPULATION-SERVED-CODE **Pop Srvd** (E0747) (Code table: C030) identifies the student population for which a service has been designed or is intended. It does not necessarily identify the program eligibility of the students who receive the service. The correct code is determined by the population for which the service was designed, not by the student population that receives a service. If two or more populations are being served, only one record should be reported, using the population for which the service was designed. If an intent cannot be determined, use code 01, regular students.

- NUMBER-STUDENTS-IN-CLASS (E0170) indicates the number of students in membership in the class.

- CLASS-TYPE-CODE **Class Type** (E1055) (Code table: C179) the type of class providing instruction to students in particular class settings.

- ADDITIONAL-DAYS-PROGRAM-TEACHER-INDICATOR-CODE **ADSY** (E1673) (Code table: C088) indicates if a teacher is teaching students eligible for the additional days school year program as described in TEC Sec. 48.0051.

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

Save

Campus ID: Retrieve

DEMOGRAPHIC INFO **CONTROL INFO** **PRINCIPAL/COUNSELOR**

Low Grade Level: ▼ High Grade Level: ▼

Accreditation: ▼

College Board Campus Code Number:

Default Track: ▼

Exclude from District Reporting:

School Type: ▼

Capped To Campus: ▼ Capped Date:

Full Day PK Waiver:

Additional Days Program: Participate in ELO:

Nbr of Bullying Incidents: Nbr of Cyberbullying Incidents:

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:

Select **Additional Days Program** for each campus to indicate whether or not the campus will have additional days.

Click **Save**.

Registration > Maintenance > Campus Profile > Campus Local Program Codes

During the setup process, the **Program Title** must be *Additional Days Program* in order for the screen to retrieve the proper local program code.

| Delete | Program Code | Program Title | Move Program to Next Year |
|--------|--------------------------------------|-------------------------|------------------------------------|
| | 504 <input type="button" value="v"/> | 504 | 1 <input type="button" value="v"/> |
| | DYS <input type="button" value="v"/> | DYSLEXIA | 1 <input type="button" value="v"/> |
| | GEH <input type="button" value="v"/> | GENERAL ED HOMEBOUND | 1 <input type="button" value="v"/> |
| | INT <input type="button" value="v"/> | INTERVENTION STRATEGY | 1 <input type="button" value="v"/> |
| | ADP <input type="button" value="v"/> | ADDITIONAL DAYS PROGRAM | 1 <input type="button" value="v"/> |

Update data:

Existing codes are displayed in order by code.

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

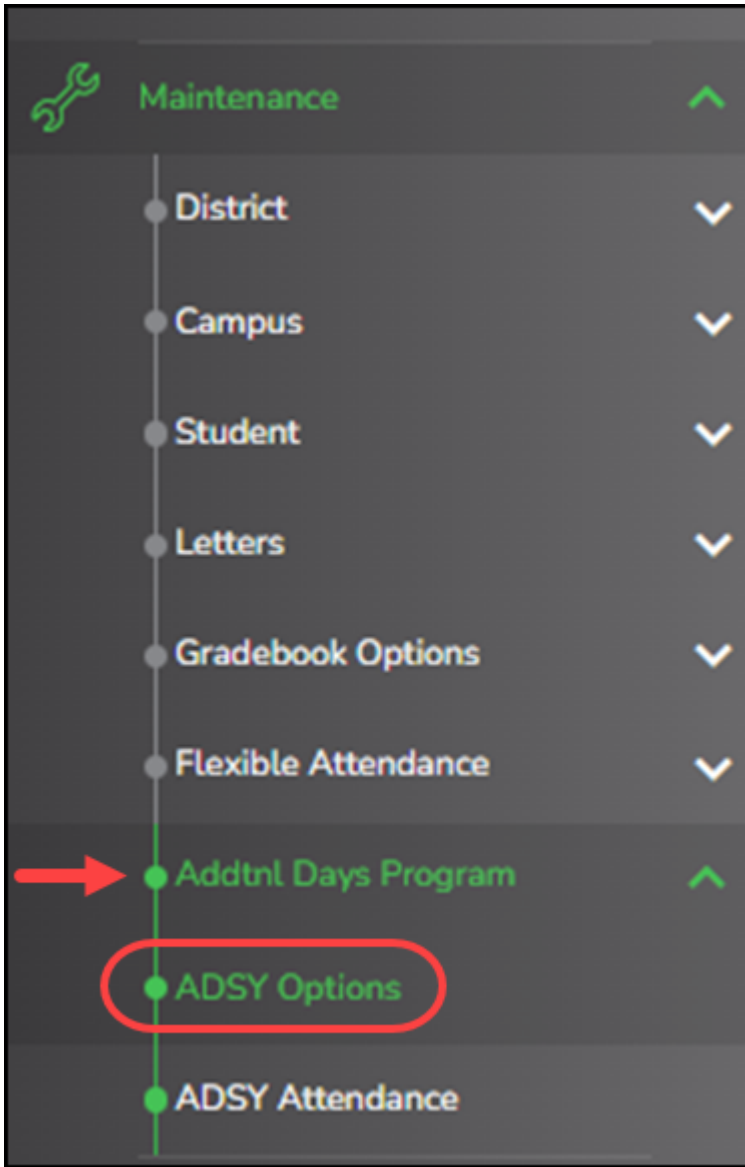
A blank row is added to the grid.

Assign **Program Code** *ADP*.

Assign **Move Program to Next Year**, 1 or 2.

Click **Save**.

Attendance > Maintenance > Addtnl Days Program > ADSY Options



Create the track that will be used at the campus for the Additional Days Program.

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 in the top left corner.
- A **Track:** dropdown menu.
- A **Description:** text input field.
- A **Cancel** button in the top right corner.
- An **Instructional Minutes:** numeric input field with the value **0**.

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. |

Enter the dates of the program in the **Calendar Date** fields up to 30 days. Dates may not be duplicated.

A school district cannot enter 2022-2023 school year ADSY information when the current year displays 2021-2022. The district must first run Annual Student Data Rollover (ASDR) so that the current school year displays 2022-2023, and then they can enter 2022-2023 ADSY data into the system.

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 |
| -- | -- | -- |

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.

Calendar Operational Minutes

Track:

Instructional Program Type:

Daily Minutes:

Shortened Daily Minutes:

| 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 |
| Total: | 188 | 0 | 0 | 78,960 | 0 |

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 |
| 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 | | | | | | 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