



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



# Table of Contents





**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:

**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. **IS THIS STILL THE CASE?**

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 ▼

## Update data:

Existing codes are displayed in order by code.

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

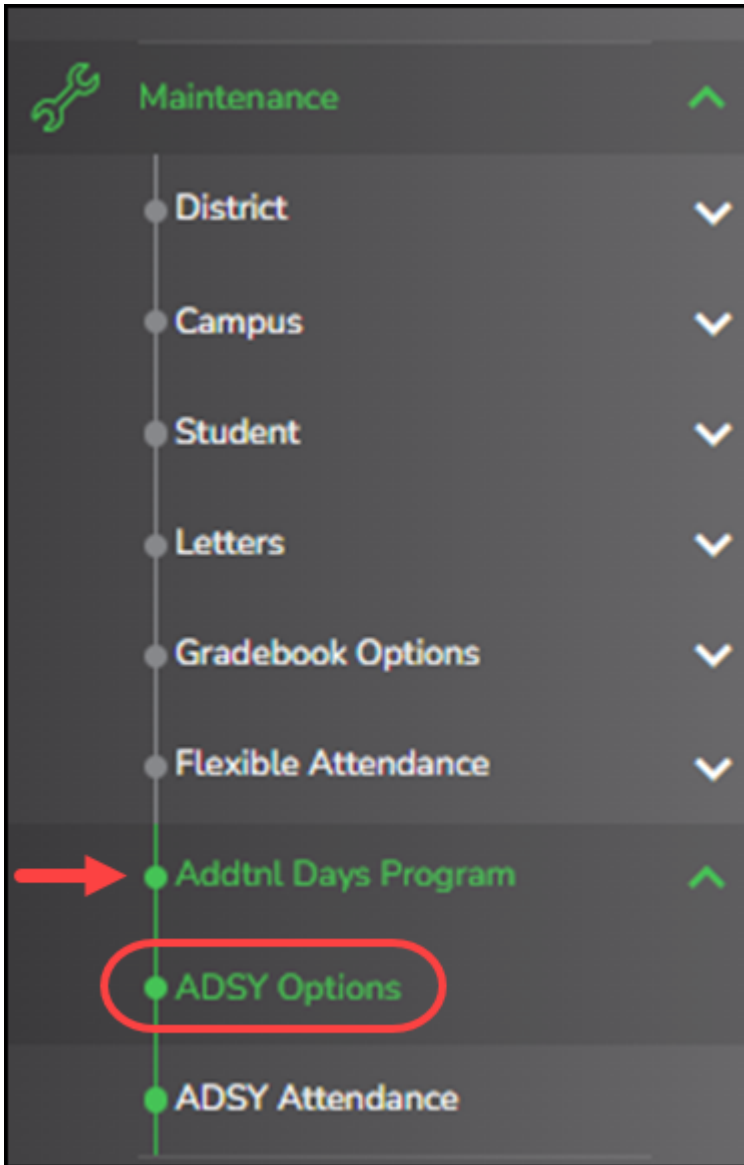
A blank row is added to the grid.

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.

**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:** dropdown menu.
- A **Description:** text input field.
- A **Cancel** button at the top right.
- An **Instructional Minutes:** numeric input field with the value **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 before 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>12-06-2021</span>	<span>120</span>
2	<span>12-07-2021</span>	<span>120</span>
3	<span>12-08-2021</span>	<span>120</span>
4	<span>12-09-2021</span>	<span>120</span>
5	<span>--</span>	<span>0</span>
6	<span>--</span>	<span>0</span>
7	<span>--</span>	<span>0</span>
8	<span>--</span>	<span>0</span>
9	<span>--</span>	<span>0</span>
10	<span>--</span>	<span>0</span>
11	<span>--</span>	<span>0</span>
12	<span>--</span>	<span>0</span>
13	<span>--</span>	<span>0</span>
14	<span>--</span>	<span>0</span>
--	<span>--</span>	<span>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 follo

**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								
							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		Membership
	Begin Cycle		End of School
	Holiday		Inservice
	Weekend		Adjust Minutes
	End of School		Make-up Day
	Inservice		Weather Day
	Adjust Minutes		Waiver
	Make-up Day		
	Weather Day		
	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	
<b>Make-up Day</b>						<b>Weather Day</b>						
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