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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**

**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/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.

**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:

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.

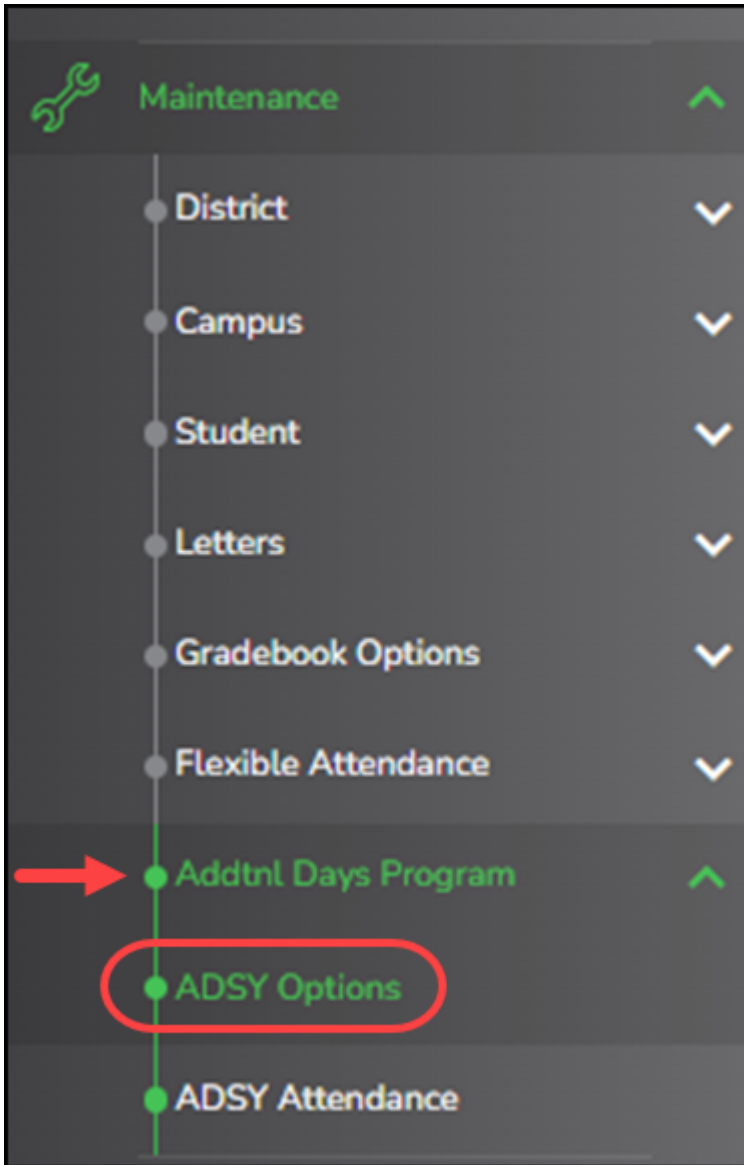
A blank row is added to the grid.

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 a 'Save' button at the top left. Below it are three input fields: 'Track' (a dropdown menu), 'Description' (a text box), and 'Instructional Minutes' (a numeric input field containing the value '0'). A 'Cancel' button is located to the right of the 'Description' field.

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	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.

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
	Membership		Begin Cycle
	Begin Cycle		Holiday
	Holiday		Weekend
	Weekend		End of School
	End of School		Inservic
	Inservic		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
<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