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

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

**NOTE:** All students taking the course section must be enrolled in order to calculate

NumberOfStudentsInClass.

**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 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.

Click **Save**.

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

During the setup process, enter PEIMS Code 20: *Additional Days Program* in the **Local Program to TEA PEIMS Codes** field in order for the screen to retrieve the proper local program code.

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:**

Existing codes are displayed in order by code.

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

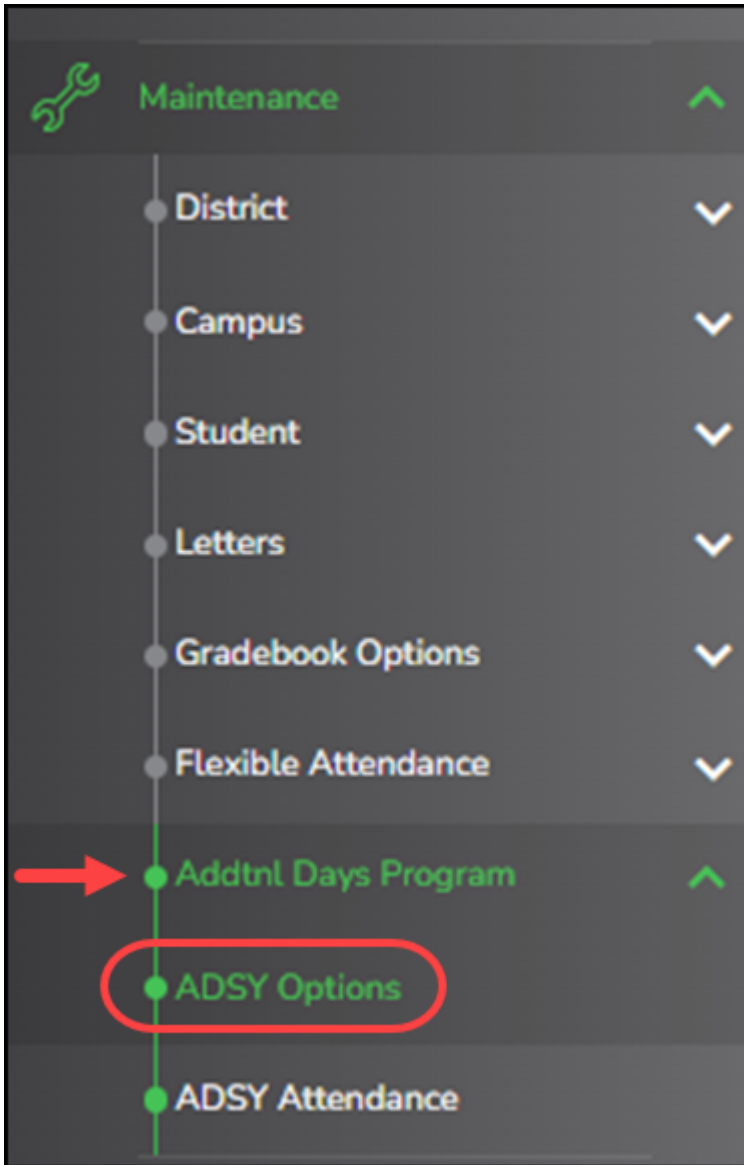
A blank row is added to the grid.

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:** 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 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 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 |    |    |    |               |    |    |    |    |    |    |  |

| 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 |    |            |    |    |    |    |    |    |

| 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        | 31 |    |    |    |    |    |

| Legend  |              | Day Type Selection  |                |
|---|--------------|---|----------------|
| <span style="background-color: blue; width: 15px; height: 10px; display: inline-block;"></span>   | Begin School | <span style="background-color: black; width: 15px; height: 10px; display: inline-block;"></span>  | Membership     |
| <span style="background-color: red; width: 15px; height: 10px; display: inline-block;"></span>    | Begin Cycle  | <span style="background-color: orange; width: 15px; height: 10px; display: inline-block;"></span> | Holiday        |
| <span style="background-color: cyan; width: 15px; height: 10px; display: inline-block;"></span>   | Weekend      | <span style="background-color: purple; width: 15px; height: 10px; display: inline-block;"></span> | End of School  |
| <span style="background-color: green; width: 15px; height: 10px; display: inline-block;"></span>  | Inservice    | <span style="background-color: pink; width: 15px; height: 10px; display: inline-block;"></span>   | Adjust Minutes |
| <span style="background-color: grey; width: 15px; height: 10px; display: inline-block;"></span>   | Make-up Day  | <span style="background-color: teal; width: 15px; height: 10px; display: inline-block;"></span>   | Weather Day    |
| <span style="background-color: yellow; width: 15px; height: 10px; display: inline-block;"></span> | 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<br>Program for school district campus following<br>75600 Operational Minutes (Does not include<br>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