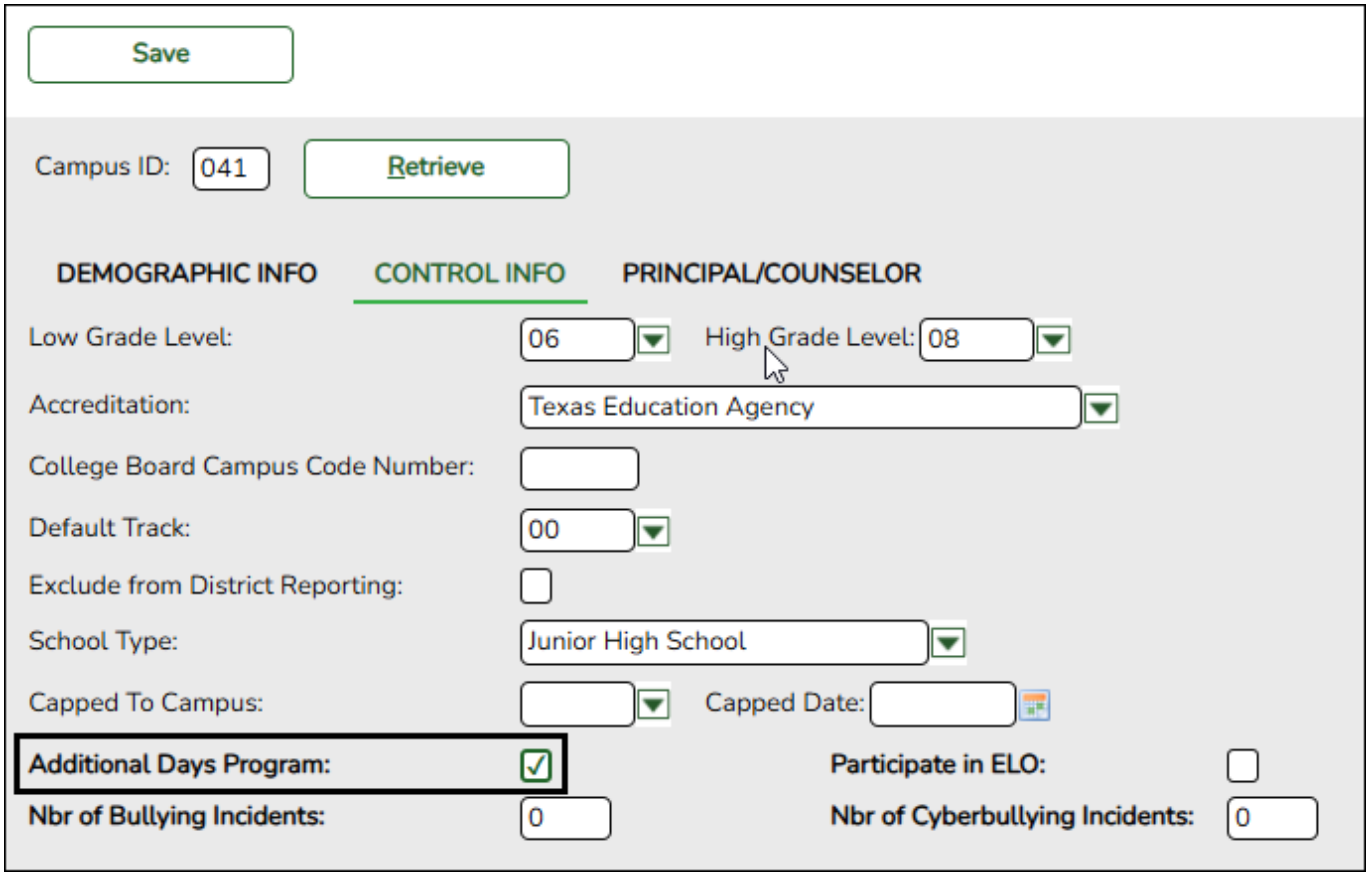



# Add a new track:

# Table of Contents

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

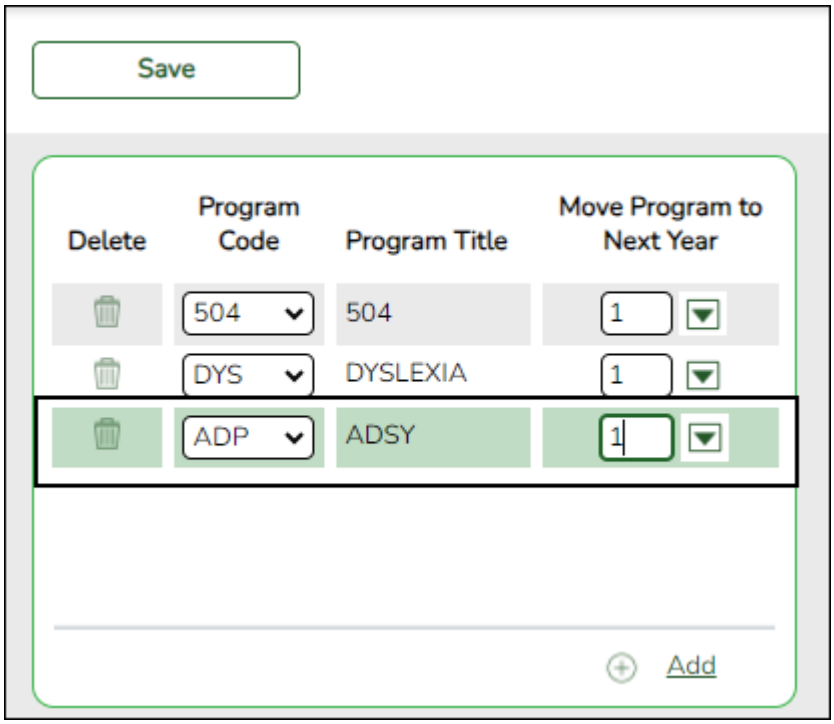
***Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info***




❑ **(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.

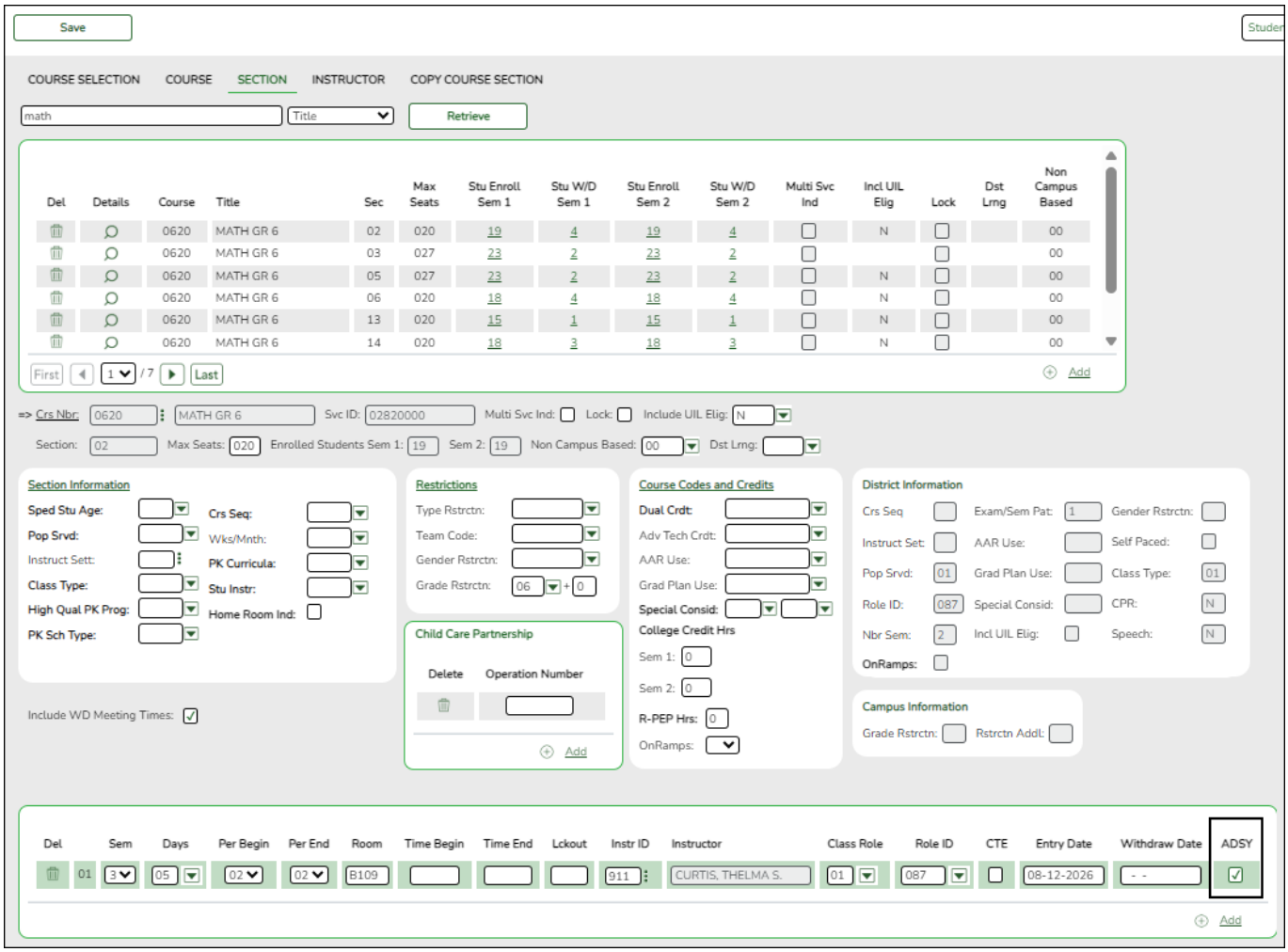
❑ Click **Save**.

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




❑ Click **Save**.

### *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.

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

❑ Click **Save**.

## 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.

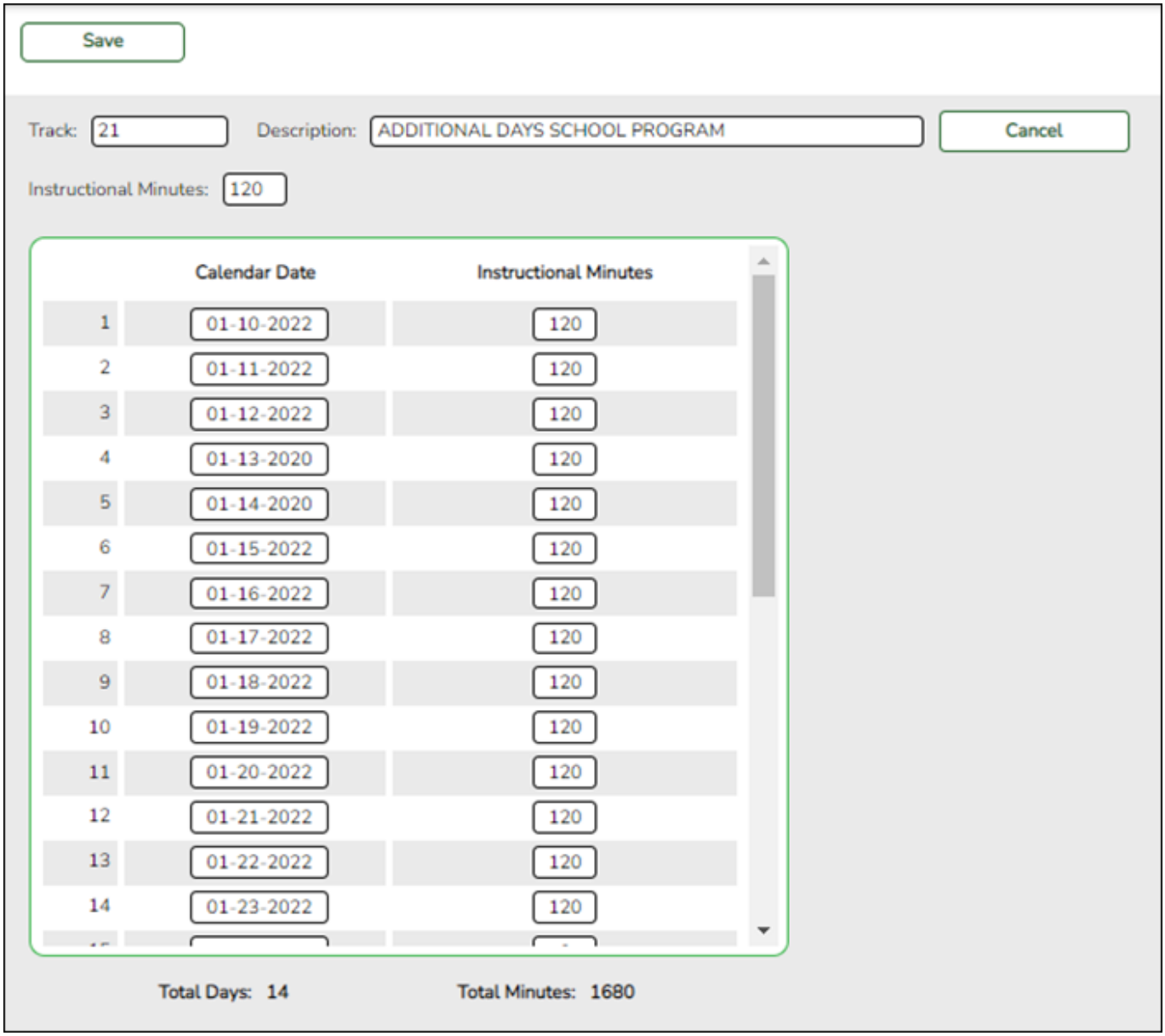
❑ Select *1*, *2*, or *3* from the **Move Program to Next Year** drop-down.

❑ Click **Save**.

***Attendance > Maintenance > Extended Year Programs > Extended Year 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.




## Add a new track:

❑ Click **Add**.



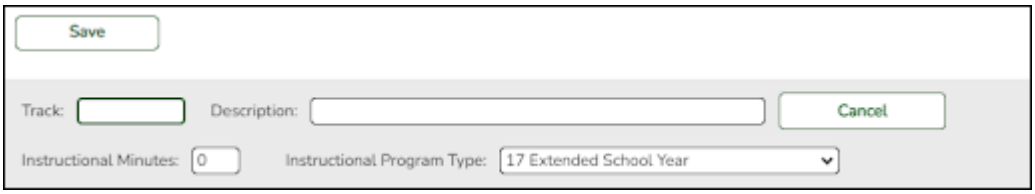

❑ Type the new 2-digit track number in the **Track** field. This number cannot be a regular attendance track.

❑ Enter a program description for the track in the **Description** field.

❑ Enter a number of minutes in the **Instructional Minutes** field.

❑Select the Instructional Program Type from the drop-down field.

- Select **19: ADSY Program - 4 Hours Of Instruction (240 Minutes) Per Additional Days** if the Additional Days School Year Program offers four hours of instruction (240 minutes) for 1-30 additional school days (School year calendar must meet 200 full days to receive 3/4 day funding).
- Select **20: ADSY Program - 2 Hours Of Instruction (120 Minutes) Per Additional Days** if the Additional Days School Year Program offers two hours of instruction (120 minutes) for 1-30 additional school days (School year calendar does not meet 200 full days. 1/2 day funding)




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

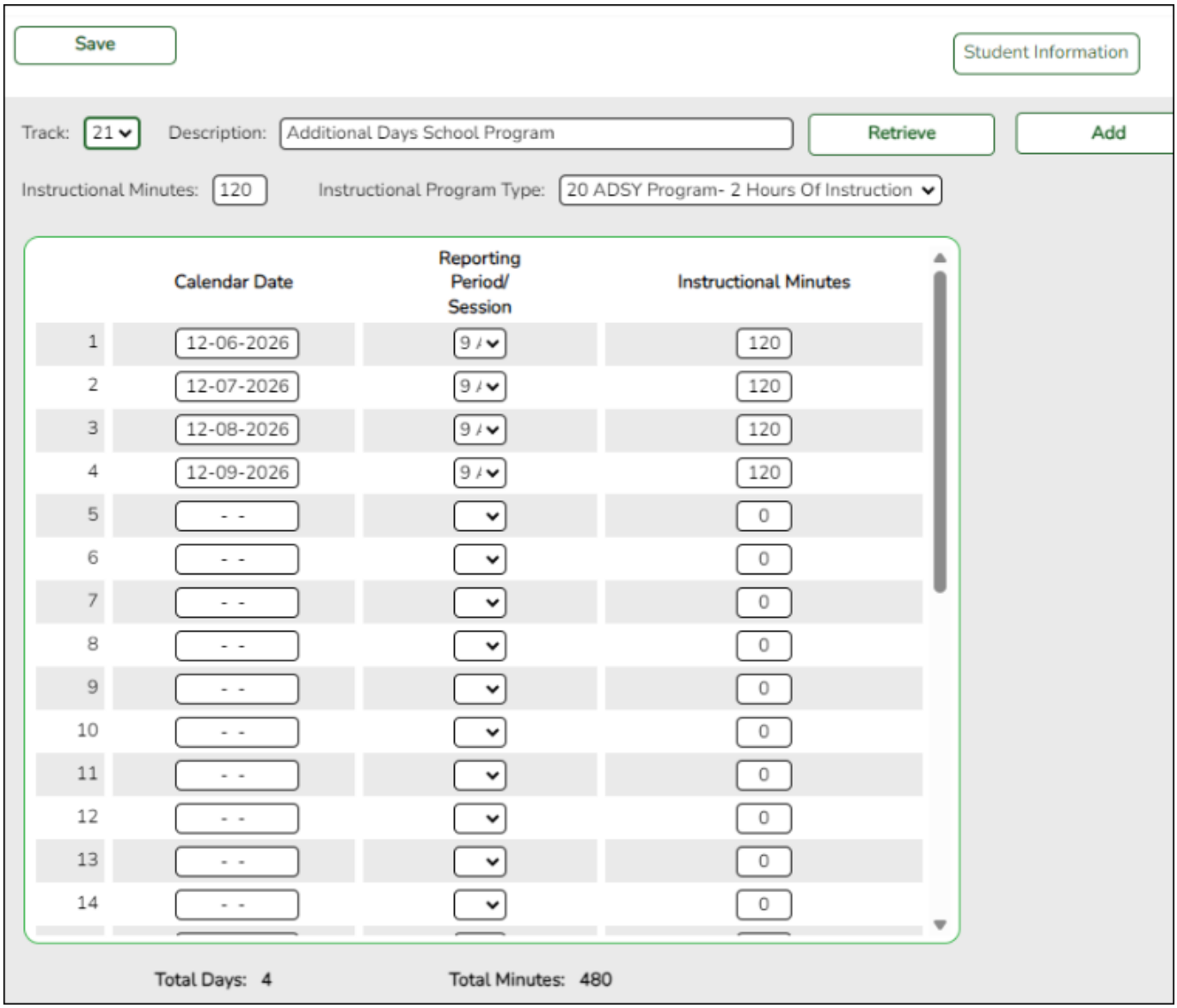
| | |
|---|---|
| **Track** | (Required) Select the attendance track. |
| **Description** | Type a description of the track, up to 50 characters. This description will appear in the Track field drop-down list on most Attendance > Maintenance > Addtnl Days Program pages. |
| **Instructional Minutes** | (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. |
| **Instructional Program Type** | (Required) Select the Instructional Program Type that indicates the type of attendance program associated with this track. |

❑ 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.
- The Additional Days Program (ADP) will now accept dates that fall outside the school year

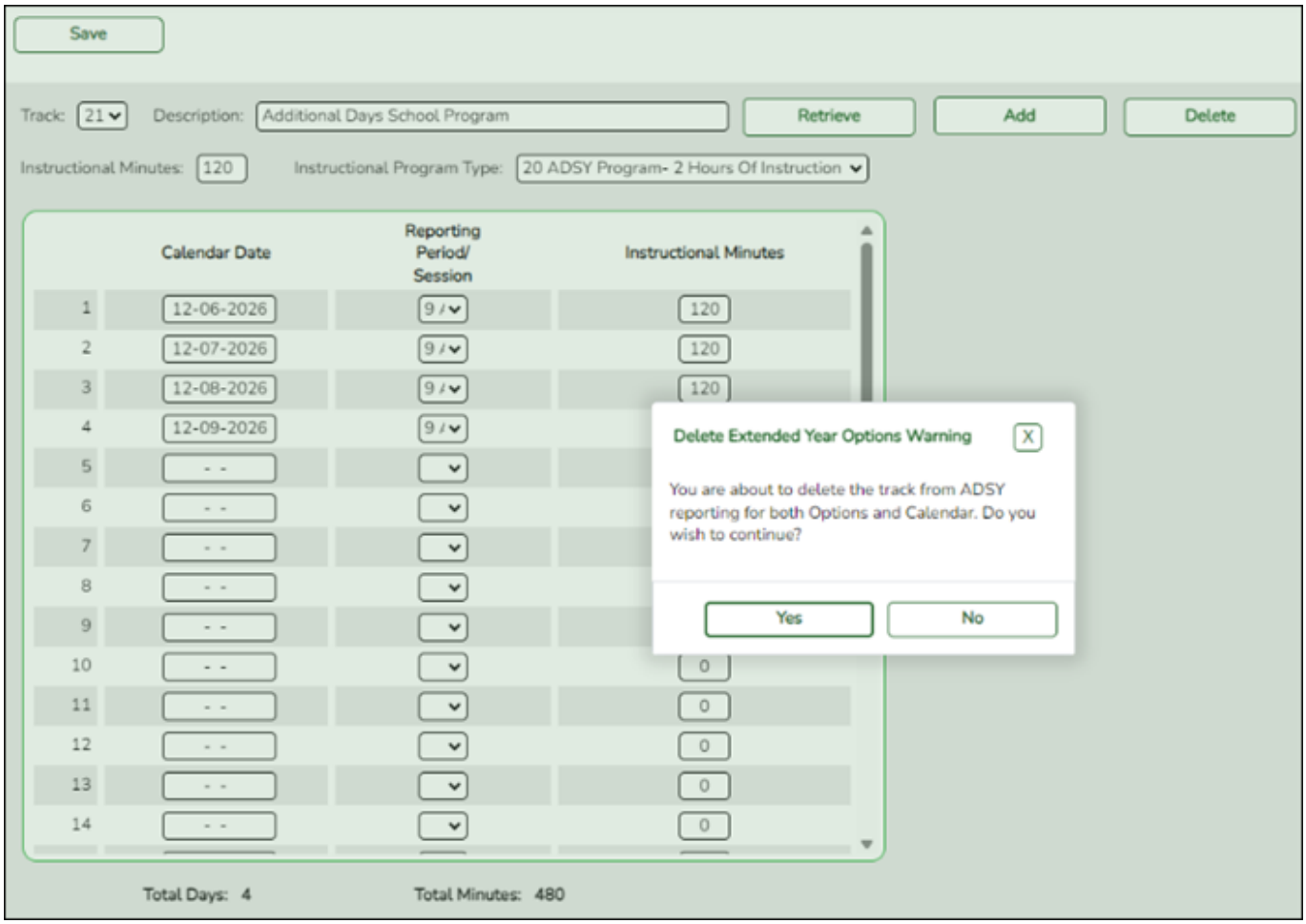
calendar and that are on weekends or holidays.

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.




*^Calendar Date|Enter the calendar date that instruction for the program is provided.| ^Reporting Period/Session|Enter the ReportingPeriod for which the attendance data is being reported.| ^Instructional Minutes|Enter the instructional minutes the program provides instruction for the day.| ^Total Days|Populates as dates are entered and will auto-sort at **Save**.| ^Total Minutes|This field will auto-populate at **Save**.|*

*====Delete a track:==== ❑ Click **Delete** to delete a track from ADSY reporting.*




*====Verify Dates:==== ADSY Calendar dates can be verified on the Campus Calendar report that can be generated by: * Navigating to* **Attendance > Maintenance > Campus > Campus Calendar** ** Select any track. Click Retrieve. * Click Print. The ADSY Days are found usually on page 2 of the report.*

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

| Date | Daily Mins |
|---|---|

Weather Day

| 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 | | |


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
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