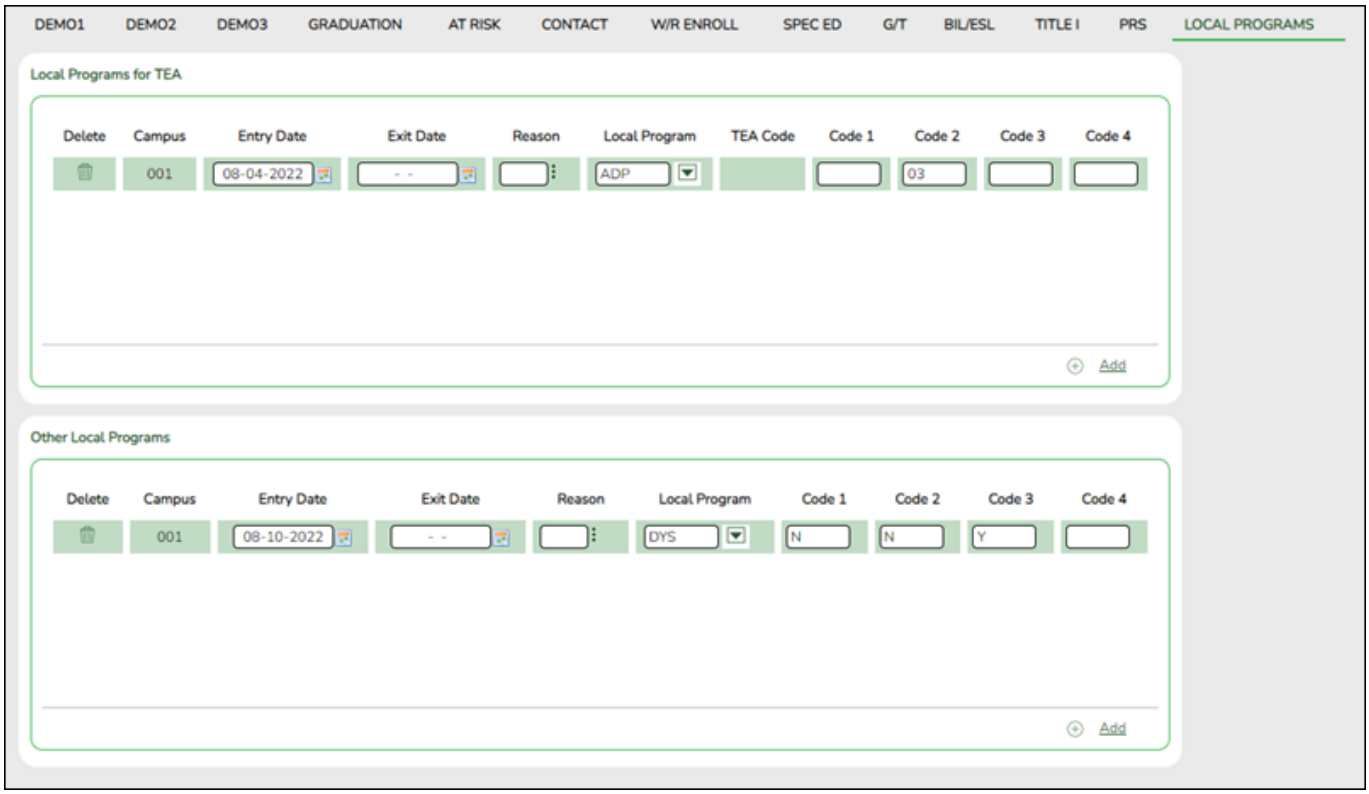

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Update data:

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Registration > Maintenance > Student Enrollment > Local Programs



Update data:

The student's existing local program entry/withdrawal/reentry records are displayed.

❑ Click **+ Add** to add a record.

A blank row is added to the grid.

❑ Enter a program date in the **Entry Date** field.

NOTE: This date should be the first date the student attends the Additional Days program. If the first date is a weekend, school holiday or a date over the summer, the system will allow the date as long as it is a date listed in the ADSY track to which the student is assigned.

❑ Select the local program from the **Local Program** drop-down menu.

❑ Enter the 2-digit ADSY track number in the **Code 2** field.

NOTE: The ADSY track number must be entered in the **Code 2** field in order for:

- The entry date logic to function properly AND
- The student to be displayed on the ADSY Attendance screens

NON-HOST CAMPUS:
❑ Enter the 3-digit ADSY Host Campus number in the **Code 3** field.

> **NOTE**: When the client enters a 3-digit ADSY Host Campus in the **Code 3** field, it will replace the Campus ID number for the ASDY Basic Attendance and ADSY Spec Ed Attendance. It will crosswalk the Campus ID from the enrolled campus to the campus where the student completed the ADSY Program.

❑ Click **Save**.

Attendance > Maintenance > Extended Year Programs > ADSY Attendance

FOR HOST AND NON-HOST CAMPUSES

This section allows you to retrieve students who are enrolled in the Additional Days Program.

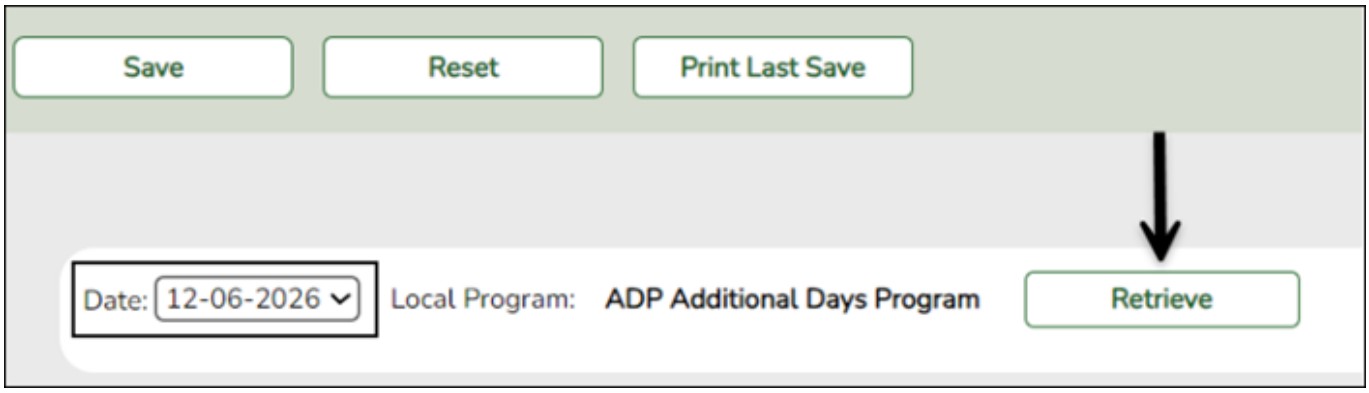
Users can assign one absence code at a time to all selected students. You can also overwrite existing posted attendance (an Overwrite Warning pop-up window will be displayed).

> **NOTE:** Students must be enrolled in the local program tied to TEA PEIMS Code 20: Additional Days Program on Registration > Maintenance > Student Enrollment > Local Programs. The Program Title must be Additional Days Program in order for the students to retrieve the proper local program code.

If the campus is not a host campus but there are students participating in ADSY at another campus, enter their attendance in the ADSY program.

To Retrieve a Student:

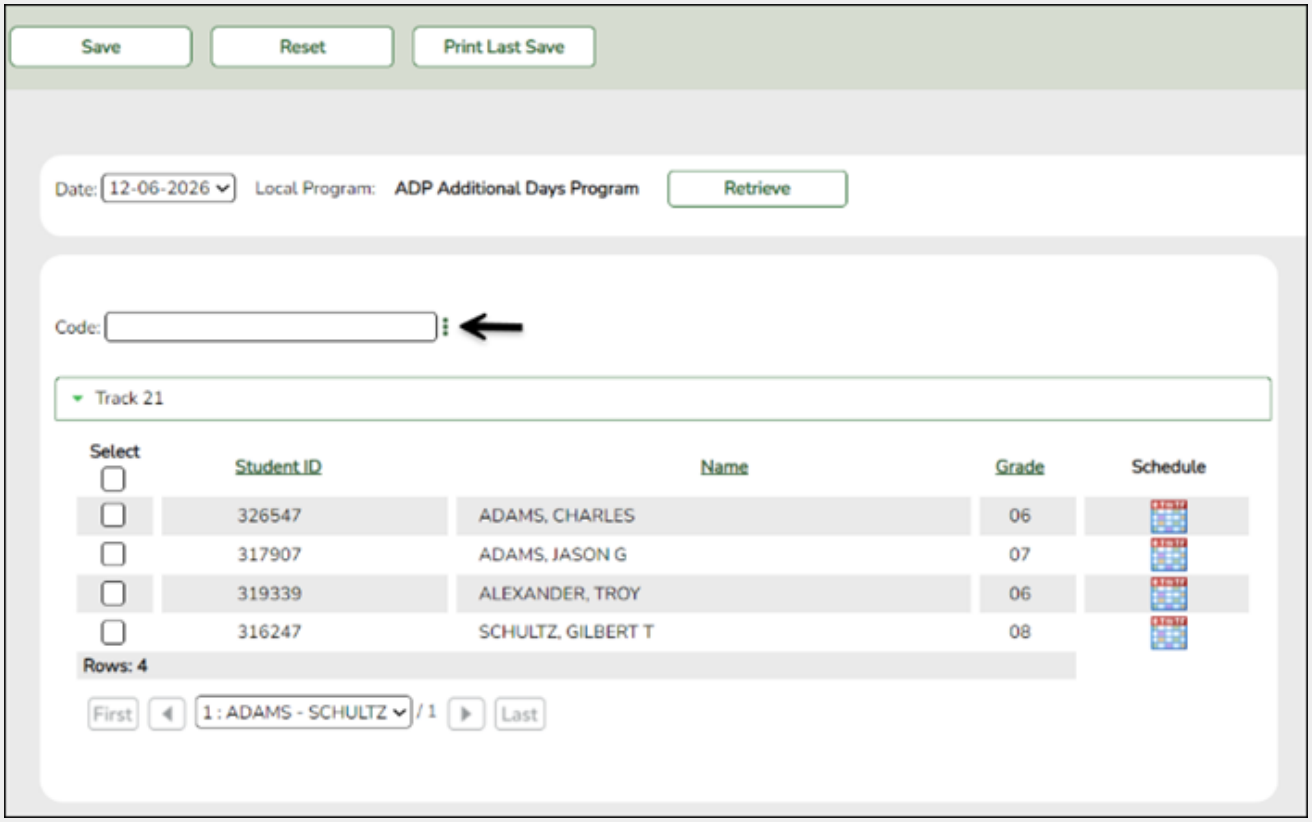
❑ Select a date from the **Date** drop-down menu. Click **Retrieve**.



A list of students enrolled in the selected local program on the specified date is displayed. Grade level is also displayed.

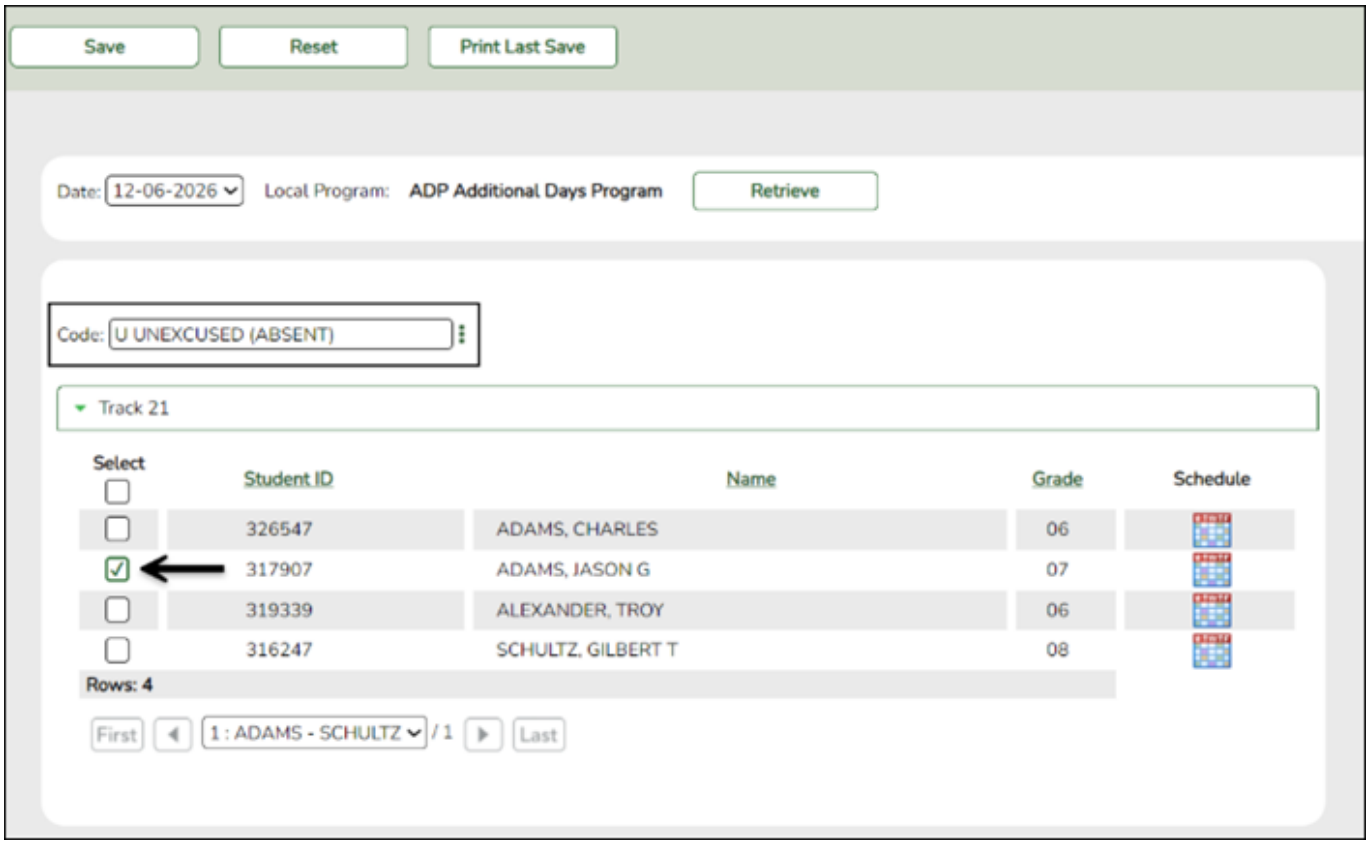
- You can re-sort the grid by clicking an underlined column heading.
- If there are multiple pages, page through the list.

NOTE: Students are grouped by track. By default, the lowest track is expanded to display students on that track. Click other tracks to expand/hide the list of students.



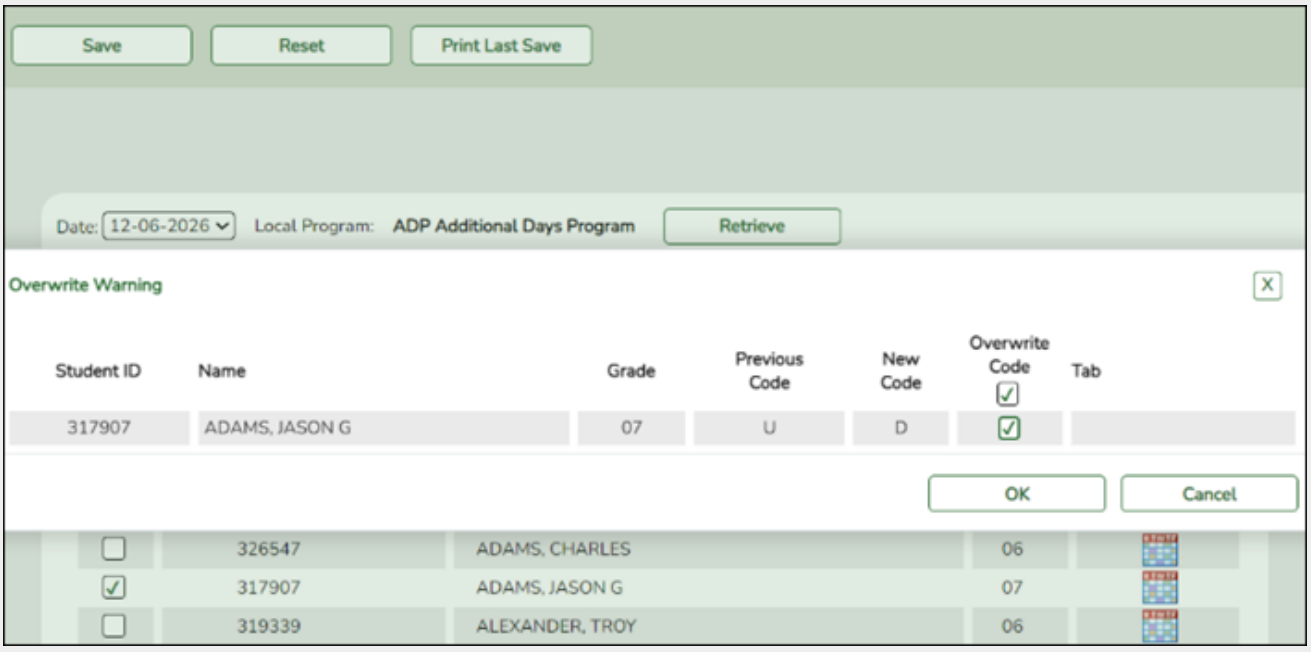
❑ Enter an attendance code in the **Code** field or use the ellipsis to choose a posting code from the

drop-down list.



❑ Click **Save**.

If attendance was previously posted for the same student, date, and period, a pop-up window opens when you save prompting to confirm that you want to overwrite the previous data:



The grid displays the previously posted code and the new code for each period, as well as the tab on which the new code was posted, for the date specified on the main page.

Overwrite Code	For each row, indicate if you want to overwrite the existing posting code for the student, date, and selected period(s). If there are multiple rows, you can select the check box in the heading to overwrite the code for all rows. If *not* selected, the original code will remain.

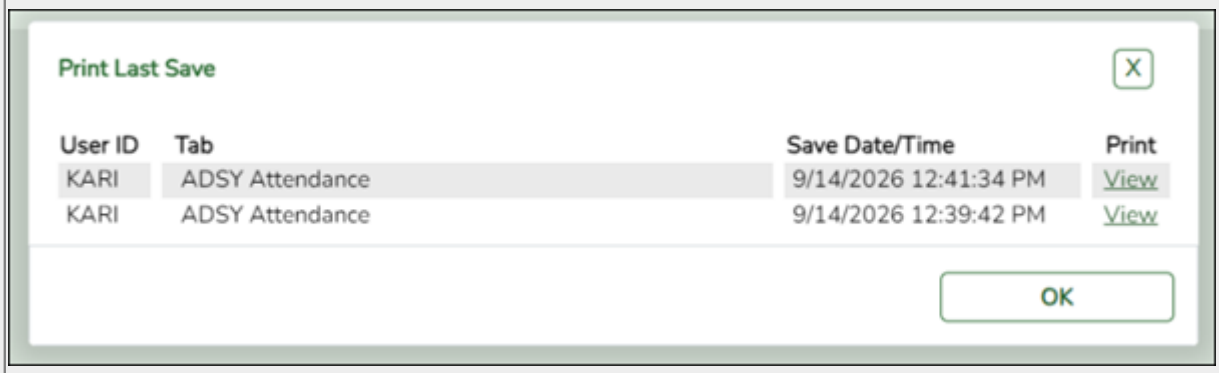
❑ Click **OK**.

The changes are saved.

Reset	Clear unsaved changes and start over. The settings of the selection criteria fields will be retained.

Print Last Save

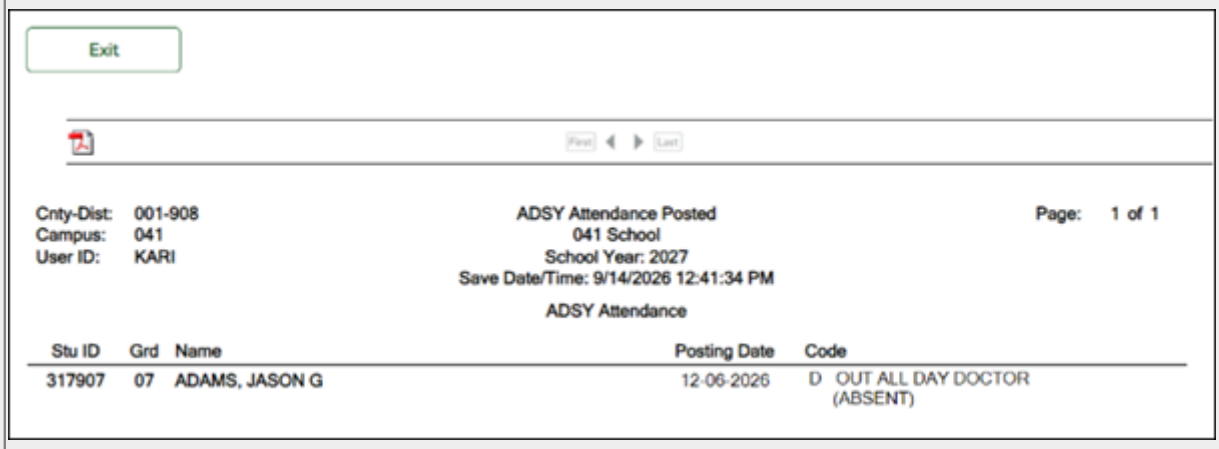
A pop-up window opens which displays a list of the last 10 times attendance was posted from any attendance posting tab, including the user ID of staff who posted attendance, and the date-time stamp indicating when the attendance was posted. The list is retained even if you exit the page or application.



The posted attendance for each save can be viewed and saved as a PDF. Click **View** to open the report.

The report opens in a new window and includes the student ID, name, grade level, absence/tardy date, period, course (if applicable), district posting code and description.

The report heading indicates the tab on which attendance was posted. If multiple tabs were used in one save, the report includes a separate page for each tab.



Click **Exit** to close the report window.


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