

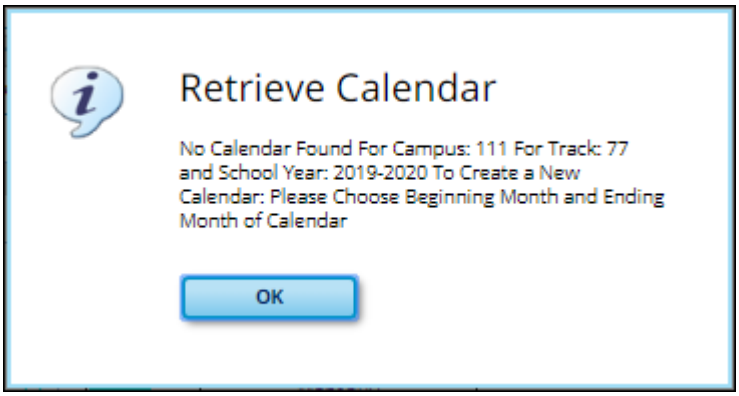
Other functions and features:

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Track	Select the attendance track. Only tracks established for the campus in the Attendance application are listed. If a description has been entered for the track on Maintenance > Campus > Campus Options, the description is also displayed in the drop-down list.

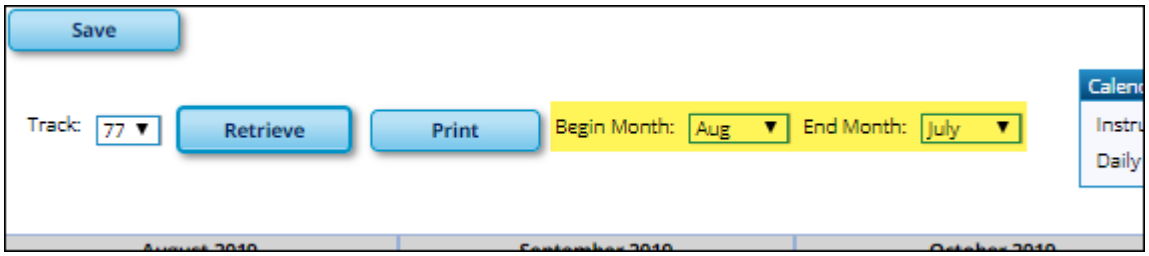
❑ Click **Retrieve**.

- If a calendar exists for the campus, track, and school year, the data is displayed.
- If no data exists, a message indicates that a calendar was not found and that the starting and ending months of the calendar must be selected. Click **OK**.



Calendar Operational/Instructional Minutes	(Display only) The fields display the data entered for the selected track on Maintenance > Campus > Campus Options. For 2018-2019 school year and later, the heading and specific fields displayed change according to the **Instructional Program Type** associated with the selected **Track**: • If the selected track is associated with **Instructional Program Type** 01, 02, or 13-15, the heading is **Calendar Operational Minutes**. • If the selected track is associated with **Instructional Program Type** 04-12 or blank, the heading is **Calendar Instructional Minutes**. • Prior to the 2018-2019 school year, **Instructional Program Type** is not available. The heading is **Calendar Minutes**.

The **Begin Month** and **End Month** are only displayed if you select a track that has campus options saved but no calendar data entered:



Begin Month	Select the first month of the school year.
End Month	Select the ending month of the school year. You can create a 13-month calendar by selecting the same beginning month and ending month. A 13-month calendar is used by campuses that begin and end school in the same month.

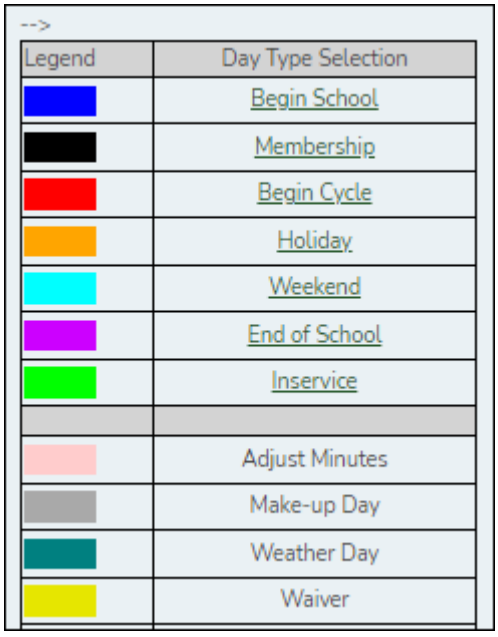
❑ Click a date on the calendar to select it.

The day is outlined in red. You can select multiple days.

(To unselect a date on the calendar, click the date again.)

LEGEND:

The legend has two sections:



The upper section is for designating Day Types, such as first and last day of school, holidays, cycle begin dates, etc.

The lower section is for adjusting school day minutes for weather days, waivers, make-up days, etc.

The lower section is only enabled for saved calendars.

Day Type Selection	Click a Day Type for the selected date(s). Click the description of the day, not the colored square. For example, if the selected date is the first day of a cycle, click **Begin Cycle** in the legend. The date changes to the color that corresponds to that Day Type. If you clicked an incorrect type of day, click the date on the calendar again, and then click the correct Day Type. To change a date back to a regular membership day, click the date on the calendar again, and then click the **Membership** Day Type.

If you change the date for the end of semester 1, the corresponding grade reporting cycle end date is changed to match the new calendar date.

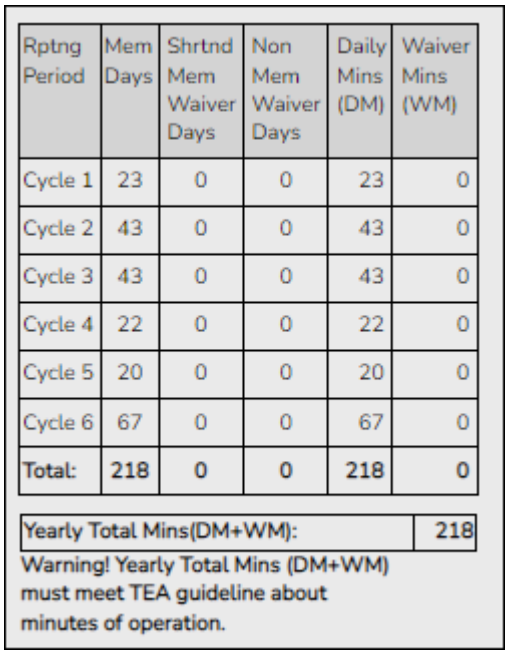
If you change the last day of school, the corresponding grade reporting cycle end date is changed to match the new calendar date. A message is displayed when you save.

If any of the previously set cycle end dates are no longer valid membership days, the cycle end date is changed to the last membership day before the original cycle end date. A message is displayed when you save.

You cannot change a membership day to a non-membership day (e.g., holiday) if absences are reported for that date. To verify dates on which attendance has been posted, run SAT1800 - Attendance Audit Report, which lists absences by date.

MEMBERSHIP DAYS:

In the grid below the legend, data is calculated when the calendar data is saved:



Rptng Period	Mem Days	Shrtnd Mem Waiver Days	Non Mem Waiver Days	Daily Mins (DM)	Waiver Mins (WM)
Cycle 1	23	0	0	23	0
Cycle 2	43	0	0	43	0
Cycle 3	43	0	0	43	0
Cycle 4	22	0	0	22	0
Cycle 5	20	0	0	20	0
Cycle 6	67	0	0	67	0
Total:	**218**	**0**	**0**	**218**	**0**

Yearly Total Mins(DM+WM):	218

Warning! Yearly Total Mins (DM+WM) must meet TEA guideline about minutes of operation.

Rptng Period	Reporting periods for the campus are listed.
Mem Days	The number of membership days for each cycle is calculated and displayed.
Shrtnd Mem Waiver Days	The number of shortened membership waiver days for each cycle is calculated and displayed.
Non Mem Waiver Days	The number of non-membership waiver days for each cycle is calculated and displayed.
Daily Mins (DM)	The total number of instructional minutes for the cycle is calculated and displayed.
Waiver Mins (WM)	The total number of waiver minutes for the cycle is calculated and displayed.
Yearly Total Mins (DM+WM):	The total is calculated by adding the total number of daily minutes plus the total number of waiver minutes for the year. This value cannot be less than the state-mandated requirement of 75,600, except in rare circumstances. Under no circumstances can the total minutes be less than 71,400.

As you adjust membership minutes, the **Daily Mins (DM)**, **Waiver Mins (WM)**, and **Yearly Total Mins (DM+WM)** fields (below the legend) change accordingly.

When you apply a Day Type requiring minute adjustments to a valid membership date, a pop-up window provides options for adjusting minutes. The pop-up windows vary according to the adjustment you clicked:

Adjust Minutes

The Adjust Minutes type can be used when the daily minutes need to be extended or shortened.

An Adjusted Minutes day is a membership day.

NOTE: For the 2020-2021 school year, use **Adjust Minutes** for early release because shortened waiver days are no longer applicable as waiver days.

❑ Select one or more dates on the calendar, and click **Adjust Minutes**.

Type of Min	The field is set to **Daily Minutes** and cannot be modified.
Min	The **Daily Minutes** value is displayed by default. Type over existing data with the adjusted number of minutes of instruction on that date.
Event	The field is set to *01:Instructional Day* and cannot be modified.

❑ Click **OK**.

❑ Click **Save**.

The **Daily Mins (DM)** (cycle total) and **Yearly Total Mins** are automatically adjusted according to the difference between the **Daily Minutes** and the **Min** value entered. Following the previous example, both totals are reduced by 30 minutes (450- 420=30) for each adjusted date.

Note that the dates on the calendar are now shaded pink because they are adjusted minutes days. The numbers are black because they are membership days.

Make-up Day

The Make-up Day type can be used any time a Saturday or holiday is used as a make-up date.

A make-up day *is* a membership day.

The selected date must be a Saturday or holiday.

❑ Select one or more dates (weekend or holiday) on the calendar, and click **Make-up Day**.

Type of Min	The field is set to **Daily Minutes** and cannot be modified.
Min	Type the number of minutes of instruction provided on the make-up date. This number cannot be less than the TEA minimum of 420.

Event	The field is set to *04: Make-up day* and cannot be modified.

❑ Click **OK**.

❑ Click **Save**.

The **Daily Mins (DM)** (cycle total) and **Yearly Total Mins** are automatically increased by the number of minutes entered.

Note that the date on the calendar is now shaded gray because it is a make-up day. The number is black because it is now a membership day.

Also, a membership day is added to the count in the **Mem Days** column for the cycle in which the selected date occurs.

NOTE: If you need to undo a make-up date, click the date, and then click **Weekend** to re-set the date to a regular weekend day.

Weather Day

A Weather day can be used when the school day is canceled or shortened due to inclement weather.

A weather day is *not* a membership day (whether or not there are any minutes).

❑ Select one or more dates on the calendar, and click **Weather Day**.

Type of Min	The field is set to **Daily Minutes** and cannot be modified.
Min	The field is set to *000* and cannot be changed, whether or not any minutes of instruction occurred that day.
Event	The field is set to *05: Weather day* and cannot be modified.

❑ Click **OK**.

❑ Click **Save**.

The **Daily Mins (DM)** (cycle total) and **Yearly Total Mins** are automatically decreased by the LEA's **Daily Minutes**. LEAs can use a waiver to cover the minutes lost.

Note that the date on the calendar is now shaded green because it is a weather day. The number is orange because it is now a holiday.

Also, a membership day is removed from the count in the **Mem Days** column for the cycle in

which the selected date occurs.

Waiver Days

Waivers are used to get credit for minutes lost to legitimate school closures. For example, if a campus closes for an emergency, the campus cannot count the lost minutes of instruction, but the campus can get a waiver to make up for those lost minutes of instruction. The **Daily Mins (DM)** for the cycle are decreased by the number of lost minutes, but the **Waiver Mins (WM)** for the cycle are increased for that number of minutes; therefore the **Yearly Total Mins** remains unchanged because it is a zero sum.

Total waiver minutes cannot exceed 4200 minutes (or 2100 minutes for half-day PK campuses.)

Waivers cover the following situations:

Staff Development Waiver Day

The Staff Development Waivers are used when staff has training. This could include days when students are in attendance.

NOTE: Effective as of the 2018-2019 school year:

Staff Development Waiver Days are not allowed before the first day of school or after the last day of school (Rules 10200-0037 and 10200-0038).

Staff Development Waiver Days are allowed on the first or last day of school, as long as there are some instructional minutes on that date.

For the 2017-2018 school year, a staff development waiver day is <u>not</u> a membership day.

For the 2018-2019 school year and beyond, a staff development waiver day <u>may be</u> a membership day if there are instructional minutes.

❑ Select one or more dates on the calendar, and click **Waiver**.

Event	Select *01: Staff Development Waiver Day*. For the next year calendar, this is the only option available.

Type of Min	**Waiver Minutes**	Type the number of waiver minutes needed.	
	Daily Minutes	Type the number of minutes of instruction that will occur on this date.	
		Attendance was taken	Indicate whether the day is operational/instructional or not:

❑ Click **OK**.

❑ Click **Save**.

- The **Daily Mins (DM)** (cycle total) is decreased by the number of waiver minutes (i.e., **Minimum Daily Minutes**).
- The **Waiver Mins (WM)** (cycle total) is increased by the number of waiver minutes.
- The **Yearly Total Mins** remains the same.

Note that the date on the calendar is now shaded yellow because it is a waiver day. The number is green because it is now an in-service date.

Also, a membership day is removed from the count in the **Mem Days** column for the cycle in which the selected date occurs (if applicable).

Missed School Waiver Day

The Missed School Waiver Day is used for an all-day emergency closure for a reason other than weather, or on days where staff is present for a reason other than staff development, such as cleanup after a natural disaster. Missed School Waiver Days can be during the school year or before the school year begins. Missed School Waiver Days prior to the start of school are reported with Cycle 1.

A missed school waiver day is *not* a membership day.

❑ Select one or more dates on the calendar, and click **Waiver**.

Event	Select *02: Missed School Waiver Day*.	
Type of Min	**Waiver Minutes**	The field is set to the **Minimum Daily Minutes** by default. Type over existing data with the number of waiver minutes on that date.
	Daily Minutes	The field is set to *000* and cannot be changed.

❑ Click **OK**.

❑ Click **Save**.

- The **Daily Mins (DM)** (cycle total) is decreased by the number of waiver minutes (i.e., **Minimum Daily Minutes**).
- The **Waiver Mins (WM)** (cycle total) is increased by the number of waiver minutes.
- The **Yearly Total Mins** remains the same.

Note that the date on the calendar is now shaded yellow because it is a waiver day. The number is

orange because it is now a holiday.

Also, a membership day is removed from the count in the **Mem Days** column for the cycle in which the selected date occurs.

Shortened Waiver Day

> **NOTE:** Effective for the 2018-2019 school year, this option will be removed.

The Shortened Waiver Day event type is used for the six late arrival/early release days allowed for the LEA each school year.

This is also used if the campus needs to close for *part of the day* due to an emergency or other need. For example, if the campus has a water issue and needs to close four hours into the school day, the campus can record four hours of instructional minutes, and use a waiver for the remaining minutes.

A shortened waiver day *is* a membership day.

❑ Select one or more dates on the calendar, and click **Waiver**.

Event	Select *03: Shortened Waiver Day*.	
Type of Min	**Waiver Minutes**	Type the number of minutes instruction did *not* occur that day. This number cannot exceed 180.
	Daily Minutes	Type the number of minutes of instruction offered that day. This number should not be less than the **Shortened Minimum Daily Minutes**; otherwise you are at risk of losing ADA funds for that date.
	Waiver Minutes plus **Daily Minutes** should equal the LEA's **Daily Minutes**.	

❑ Click **OK**.

❑ Click **Save**.

- The **Daily Mins (DM)** (cycle total) is decreased by the number of waiver minutes entered.
- The **Waiver Mins (WM)** (cycle total) is increased by the number of waiver minutes entered.
- The **Yearly Total Mins** remains the same.

Note that the date on the calendar is now shaded yellow because it is a waiver day. The number is black because it is a membership day.

There is *no change* to the count in the **Mem Days** column for the cycle in which the selected date occurs.

Low Attendance Waiver Day

The Low Attendance Waiver Day is used if a majority of students are not present. Example: a large number of students stay home one day due to safety concerns.

A low attendance waiver day is *not* a membership day.

❑ Select one or more dates on the calendar, and click **Waiver**.

Event	Select *04: Low Attendance Waiver Day*.	
Type of Min	**Waiver Minutes**	The field is set to the **Daily Minutes** by default. Type over existing data with the number of waiver minutes on that date.
	Daily Minutes	The field is set to the maximum minutes allowed by default. Type the number of minutes of instruction that will occur on this date.

❑ Click **OK**.

❑ Click **Save**.

- The **Daily Mins (DM)** (cycle total) is decreased by the number of waiver minutes (i.e., Minimum Daily Minutes).
- The **Waiver Mins (WM)** (cycle total) is increased by the number of waiver minutes.
- The **Yearly Total Mins** remains the same.

Note that the date on the calendar is now shaded yellow because it is a waiver day. The number is orange because it is now a holiday.

Also, a membership day was removed from the count in the **Mem Days** column for the cycle in which the selected date occurs.

JJAEP School Day Waiver

The JJAEP is only available for campus-tracks where **Instructional Program Type** field on the Campus Options page is set to *13: Juvenile Justice Alternative Education Program (JJAEP) TEC 37.011 (f)* (Rule #10200-0055).

A JJAEP waiver day is not a membership day.

❑ Select one or more dates on the calendar, and click **Waiver**.

Event	Select *05: JJAEP School Day Waiver issued by Texas Juvenile Justice Department (TJJD)* **NOTE:** When **Waiver Minutes** are entered or modified for code 05, code 02 (*Missed School Waiver Day*) is saved in the database. When the the Education Organization Calendar interchange is created in ASCENDER State Reporting, code 02 will be extracted for E1582 SCHOOL-DAY-EVENT-CODE (XML code: TX-SchoolDayCode).

Type of Min	**Waiver Minutes**	Type the number of waiver minutes needed. The number must be greater than 0.
	Daily Minutes	This field is disabled for JJAEP waivers. The **Attendance was taken** field is not displayed.

❑ Click **OK**.

❑ Click **Save**.

- The **Daily Mins (DM)** (cycle total) is decreased by the LEA's **Daily Minutes**.
- The **Waiver Mins (WM)** (cycle total) is increased by the number of waiver minutes.
- The **Yearly Total Mins** is decreased by (the LEA's **Daily Minutes** minus the number of waiver minutes).

Note that the date on the calendar is now shaded yellow because it is a waiver day. The number is orange because it is now a holiday.

Also, a membership day was removed from the count in the **Mem Days** column for the cycle in which the selected date occurs.

Other Waiver Day

The Other Waiver Day is used for any other attendance abnormality.

An Other waiver day may or may not be **a membership day.**

❑ Select one or more dates on the calendar, and click **Waiver**.

Event	Select *99: Other Waiver Day*.		
Type of Min	**NOTE:** Effective for the 2018-2019 school year: **Waiver Minutes** for an Other Waiver Day must be greater than 0 (Rule 10200-0032).		
	Waiver Minutes	Type the number of minutes of instruction/operation that did *not* occur on this date.	
	Daily Minutes	Type the number of minutes of operation/instruction that occurred on this date. The value cannot be zero.	
		Attendance was taken	Indicate whether the day is operational/instructional or not:

❑ Click **OK**.

❑ Click **Save**.

- The **Daily Mins (DM)** (cycle total) is decreased by the number of minutes entered.
- The **Waiver Mins (WM)** (cycle total) is increased by the number of waiver minutes entered (for half-day PK campus only).
- The **Yearly Total Mins** adjustment depends on the **Daily Minutes** selections.

ABOUT FIRST AND LAST DAY OF SCHOOL:

Effective for the 2018-2019 school year and later:

Staff Development Waiver *is allowed* on the first or last day of school, as long as there are some instructional minutes on that date.

JJAEP Waiver is *not* allowed on the first or last day of school.

Effective for the 2017-2018 school year:

First day of school:

- Only *03: Shortened Waiver Day* and *99: Other Waiver Day* are valid options.
- If *99: Other Waiver Day* is selected, you must select **Attendance was taken**.

Last day of school:

- Only *01: Staff Development Day*, *03: Shortened Waiver Day*, and *99: Other Waiver Day* are valid options. If *99: Other Waiver Day* is selected, you must select **Attendance was taken**.

❑ Click **Save**.

IMPORTANT: Be sure to enter the cycle end dates for the track on Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters.

Print	Print the calendar. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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