



## **attendance\_campus\_options\_alternate\_days**



# Table of Contents



This section is used if the campus has more than one period that is used for ADA period, such as for A-Day/B-Day schedules.

For example, the A-Day schedule may take ADA attendance during period 02, and the B-Day schedule may take ADA attendance during period 05.

For both days, an additional period must be created that is the same for both A-Day and B-Day. This must be a period when no students are scheduled. For example, if the campus has classes during periods 01-08, then period 09 could be used as the extra ADA period. This “extra” period must be the same for both A-Day and B-Day. Be sure this extra period is included in the **1st Period Nbr** and **Last Period Nbr** fields.

When attendance is posted to either ADA posting period (e.g., 02 or 05), it is *also* posted to the extra period (e.g., 09).

**NOTE:** All tracks at the same campus must have the same “extra” ADA posting period. For example, if the campus creates period 09 as the extra period, then period 09 must be used for all tracks.

Save

Track: 01 ▾ Description: Regular

Retrieve

Add

De

Campus Options

Instructional Program Type: 01 Standard Program for school district camp ▾  
Grading Cycle Type: 6 2 Semesters 6 Weeks ▾  
AM/PM Flag: 1 ADA Attendance taken in A.M. ▾  
ADA Posting Period: 09  
1st Period Nbr: 01  
Last Period Nbr: 09  
Nbr of Periods: 09

Special Programs

Special Ed: ☒  
Bilingual/ESL: ☒  
Gifted/Talented: ☒  
Pregnancy Svcs: ☒  
Title I: ☒  
Schoolwide Title I: ☐

Type Kindergarten: ▾

Optional Semester: 3 ▾

Calendar Operational Minutes

Daily Minutes: 450 Shortened Daily Minutes: 240

Alternate Days

Code:










Delete	Details	Code
		A
		B

+ Add

Pattern:

Delete	Pattern
	02
	09

+ Add

<b>Code</b>	<p>Click <b>+Add</b> or press ALT+1 to add a code. A blank row is added to the <b>Code</b> grid.</p> <table border="1"> <tr> <td data-bbox="244 163 323 309"><b>Code</b></td><td data-bbox="323 163 1471 309">Type the one-character code to use for the pattern. For example, type A or B if you use A-Day and B-Day schedules.</td></tr> <tr> <td data-bbox="244 309 323 387"></td><td data-bbox="323 309 1471 387">You must create a code for each pattern. For example, create code A and code B.</td></tr> <tr> <td data-bbox="244 387 323 432"></td><td data-bbox="323 387 1471 432">Click to select a code for which to add a pattern. A row is added to the <b>Pattern</b> grid allowing you to add a pattern for that code.</td></tr> <tr> <td data-bbox="244 432 323 477"></td><td data-bbox="323 432 1471 477">Delete the code if needed.</td></tr> </table>	<b>Code</b>	Type the one-character code to use for the pattern. For example, type A or B if you use A-Day and B-Day schedules.		You must create a code for each pattern. For example, create code A and code B.		Click to select a code for which to add a pattern. A row is added to the <b>Pattern</b> grid allowing you to add a pattern for that code.		Delete the code if needed.
<b>Code</b>	Type the one-character code to use for the pattern. For example, type A or B if you use A-Day and B-Day schedules.								
	You must create a code for each pattern. For example, create code A and code B.								
	Click to select a code for which to add a pattern. A row is added to the <b>Pattern</b> grid allowing you to add a pattern for that code.								
	Delete the code if needed.								
<b>Pattern</b>	<p>Click <b>+Add</b> or press ALT+1 to indicate the ADA period for the selected code. A blank row is added to the <b>Pattern</b> grid.</p> <p>You must enter two pattern rows for each <b>Code</b>:</p> <ul style="list-style-type: none"> <li>• Add a row with the ADA period when attendance is taken (e.g., 02 or 05).</li> <li>• Add a row with the “extra” ADA posting period (e.g., 09).</li> </ul> <p><b>IMPORTANT:</b> The “extra” ADA posting period must be the same for all codes, and it must be the same for all tracks at the campus. This period must also be entered in the <b>ADA Posting Period</b> field.</p> <table border="1"> <tr> <td data-bbox="244 835 363 880"><b>Pattern</b></td><td data-bbox="363 835 944 880">Type the two-digit ADA period.</td></tr> <tr> <td data-bbox="244 880 363 925"></td><td data-bbox="363 880 944 925">Delete the pattern for that code if needed.</td></tr> </table>	<b>Pattern</b>	Type the two-digit ADA period.		Delete the pattern for that code if needed.				
<b>Pattern</b>	Type the two-digit ADA period.								
	Delete the pattern for that code if needed.								

**NOTE:** When using ALT+1 to add a row, you must press the 1 key on the keyboard, not the 1 key on the numeric keypad.



## Back Cover