

attendance_ny_campus_calendar_body

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Add events to the calendar:

IMPORTANT: Once **Adjust Minutes** and **Waiver Minutes** are entered, you are no longer able to adjust **Daily Minutes** on the Next Year Campus Options page.

❑ Click a date on the calendar to select it.

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

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

<table>
<tr><td>Legend</td><td>Use the legend to apply a Day Type to the selected date.

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 and waivers. The lower section is only enabled for saved calendars.
<table><tr><td>Day Type Selection</td><td>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.</td></tr></table>
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If any of the previously set cycle end dates are no longer valid membership days, the cycle end date is changed to the last membership day before the original cycle end date.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.</td></tr>
</table>

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 and Weather Day are disabled in the next year calendar.

Waiver Days

Waivers are used to get credit for minutes lost to legitimate school closures, including Staff Development Days. 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.

Review the TEA Student Attendance Accounting Handbook (SAAH), Section 3.8 for rules and guidance.

NOTE: For the 2018-2019 school year, use adjust minutes for early release because shortened waiver days are no longer applicable as waiver days.

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 2018-2019 school year and beyond, a staff development waiver day *may be* 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).

❑ Click **Save**.

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

Other functions and features:

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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