attendance_ny_update_options

Table of Contents

Track	Select the attendance track. Only tracks established for the campus in the Attendance application are listed.

Click **Retrieve**.

Existing data for the track is displayed. Update data as needed.

Grading Cycle Type	Select the breakdown of semesters and cycles for the campus.
AM/PM Flag	Indicate when the Average Daily Attendance (ADA) posting period occurs.
ADA Posting Period	Type the two-digit class period when the official ADA attendance is taken. A student posted absent for this period is considered absent for ADA purposes. If you use alternating schedules (e.g., A-Day and B-Day), you must use the same ADA posting period for both schedules, and for all tracks. This field should be set to the common (“extra”) ADA period as described below for **Alternate Days**.
1st Period Nbr	Type the two-digit first period of the school day for which attendance is recorded. The period is not necessarily the same as the ADA posting period.
Last Period Nbr	Type the two-digit last period of the school day for which attendance is recorded.
Nbr of Periods	The total number of periods is calculated and displayed when the record is saved. The **1st Period Nbr** is subtracted from the **Last Period Nbr**, and the difference plus one is the total number of periods for which attendance records are maintained.
Special Programs	Select the special programs that will be offered at the campus next year. About Title I: Select **Schoolwide Title I** if the campus is a schoolwide Title I campus. Select **Title I** if the campus is a Title I targeted-assistance campus. • If **Schoolwide Title I** is selected, a Title I record with code 6 is created for new, reentered, and transfer students. • If **Schoolwide Title I** and **Title I** are selected, the campus is a schoolwide Title I campus. • If **Schoolwide Title I** and **Title I** are *not* selected, the campus is a non-Title I campus. • If **Schoolwide Title I** is not selected, but **Title I** is selected, the campus is a Title I targeted-assistance campus. **NOTE:** For a target-assisted campus, records are transferred for students with **Title I Code** 7, 8, 9, or A. For a campus that is neither schoolwide nor target-assisted, records are transferred for students with **Title I Code** 9 or A.
Type Kindergarten	Select the type of KG program offered at the campus. Leave blank if the campus does not offer a KG program. This field is used during ASDR to set ADA eligibility code.

Optional Semester	Select a semester to use as the default for the **Semester** field on Attendance > Maintenance > Student > Student Posting > By Individual. blank - No default semester is specified. The **Semester** field will default to blank. 1 - Use semester 1. 2 - Use semester 2. 3 - Use semesters 1 and 2. H - Use the current semester, as determined by the system (i.e., current) date.

<table>
<tr><td>Calendar Minutes</td><td>For 2018-2019 school year and later, the heading and fields displayed vary according to the Instructional Program Type associated with the selected Track:

• If the selected track is associated with Instructional Program Type 01, 02, or 14, the heading is Calendar Operational Minutes.

• If the selected track is associated with Instructional Program Type 04-12, or blank, or 15 or 16 for ADSY, the heading is Calendar Instructional Minutes.

• Prior to the 2018-2019 school year, Instructional Program Type is not available. The heading is Calendar Minutes.

Refer to the TEA Student Attendance Accounting Handbook (SAAH) for assistance.

Calendar Operational Minutes:<table><tr><td>Daily Minutes</td><td>Type the number of operational minutes per day for the campus. This is the minutes that a campus operated on a particular school day for the purpose of student instruction.

This value is determined by the LEA. You must enter this value even if it is the same as the TEA requirement.

TWEDS Data Element: SchoolDayOperationalMinutes (E1571)</td></tr><tr><td>Shortened Daily Minutes</td><td>Type the number of minutes of instruction per day for the campus on a shortened school day.

This value is determined by the LEA. You must enter this value even if it is the same as the TEA requirement.</td></tr></table>
Calendar Instructional Minutes:<table><tr><td>Daily Minutes</td><td>Type the number of minutes of instruction per day, as required by the TEA.

Refer to the TEA Student Attendance Accounting Handbook (SAAH) for TEA requirements and any applicable exceptions.

TWEDS Data Element: SchoolDayInstructionalMinutes (E1599)</td></tr><tr><td>Shortened Daily Minutes</td><td>Type the minimum number of minutes per day for a shortened school day (e.g., early release/late arrival dates), as required by the TEA.

Refer to the TEA Student Attendance Accounting Handbook (SAAH) for TEA requirements and any applicable exceptions.</td></tr></table>
When these values are saved, the values are used to populate the campus calendar.</td></tr>
<tr><td>Alternate Days</td><td></td></tr>
</table>

Click **Save**.

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover