



## **attendance\_ny\_update\_options**



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<b>Track</b>	Select the attendance track. Only tracks established for the campus in the Attendance application are listed.
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Click **Retrieve**.

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

<b>Grading Cycle Type</b>	Select the breakdown of semesters and cycles for the campus.
<b>AM/PM Flag</b>	Indicate when the Average Daily Attendance (ADA) posting period occurs.
<b>ADA Posting Period</b>	<p>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.</p> <p>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 <b>Alternate Days</b>.</p>
<b>1st Period Nbr</b>	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.
<b>Last Period Nbr</b>	Type the two-digit last period of the school day for which attendance is recorded.
<b>Nbr of Periods</b>	The total number of periods is calculated and displayed when the record is saved. The <b>1st Period Nbr</b> is subtracted from the <b>Last Period Nbr</b> , and the difference plus one is the total number of periods for which attendance records are maintained.
<b>Special Programs</b>	<p>Select the special programs that will be offered at the campus next year.</p> <p><a href="#">About Title I:</a>            Select <b>Schoolwide Title I</b> if the campus is a schoolwide Title I campus.</p> <p>Select <b>Title I</b> if the campus is a Title I targeted-assistance campus.</p> <ul style="list-style-type: none"> <li>• If <b>Schoolwide Title I</b> is selected, a Title I record with code 6 is created for new, reentered, and transfer students.</li> <li>• If <b>Schoolwide Title I</b> and <b>Title I</b> are selected, the campus is a schoolwide Title I campus.</li> <li>• If <b>Schoolwide Title I</b> and <b>Title I</b> are <i>not</i> selected, the campus is a non-Title I campus.</li> <li>• If <b>Schoolwide Title I</b> is not selected, but <b>Title I</b> is selected, the campus is a Title I targeted-assistance campus.</li> </ul> <p><b>NOTE:</b>            For a target-assisted campus, records are transferred for students with <b>Title I Code 7, 8, 9, or A</b>.</p> <p>For a campus that is neither schoolwide nor target-assisted, records are transferred for students with <b>Title I Code 9 or A</b>.</p>
<b>Type Kindergarten</b>	<p>Select the type of KG program offered at the campus. Leave blank if the campus does not offer a KG program.</p> <p>This field is used during ASDR to set ADA eligibility code.</p>

**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.

<b>Calendar Minutes</b>	<p>For 2018-2019 school year and later, the heading and fields displayed vary according to the <b>Instructional Program Type</b> associated with the selected <b>Track</b>:</p> <ul style="list-style-type: none"> <li>• If the selected track is associated with <b>Instructional Program Type</b> 01, 02, or 14, the heading is <b>Calendar Operational Minutes</b>.</li> <li>• If the selected track is associated with <b>Instructional Program Type</b> 04-12, or blank, or 15 or 16 for ADSY, the heading is <b>Calendar Instructional Minutes</b>.</li> <li>• Prior to the 2018-2019 school year, <b>Instructional Program Type</b> is not available. The heading is <b>Calendar Minutes</b>.</li> </ul> <p>Refer to the <a href="#">TEA Student Attendance Accounting Handbook (SAAH)</a> for assistance.</p> <p><b>Calendar Operational Minutes:</b></p> <table border="1"> <tr> <td data-bbox="384 723 619 1014"><b>Daily Minutes</b></td> <td data-bbox="619 723 1477 1014"> <p>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.</p> <p>This value is determined by the LEA. You must enter this value even if it is the same as the TEA requirement.</p> <p>TWEDS Data Element: SchoolDayOperationalMinutes (E1571)</p> </td> </tr> <tr> <td data-bbox="384 1014 619 1198"><b>Shortened Daily Minutes</b></td> <td data-bbox="619 1014 1477 1198"> <p>Type the number of minutes of instruction per day for the campus on a shortened school day.</p> <p>This value is determined by the LEA. You must enter this value even if it is the same as the TEA requirement.</p> </td> </tr> </table> <p><b>Calendar Instructional Minutes:</b></p> <table border="1"> <tr> <td data-bbox="384 1279 619 1529"><b>Daily Minutes</b></td> <td data-bbox="619 1279 1477 1529"> <p>Type the number of minutes of instruction per day, as required by the TEA.</p> <p>Refer to the <a href="#">TEA Student Attendance Accounting Handbook (SAAH)</a> for TEA requirements and any applicable exceptions.</p> <p>TWEDS Data Element: SchoolDayInstructionalMinutes (E1599)</p> </td> </tr> <tr> <td data-bbox="384 1529 619 1749"><b>Shortened Daily Minutes</b></td> <td data-bbox="619 1529 1477 1749"> <p>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.</p> <p>Refer to the <a href="#">TEA Student Attendance Accounting Handbook (SAAH)</a> for TEA requirements and any applicable exceptions.</p> </td> </tr> </table> <p>When these values are saved, the values are used to populate the campus calendar.</p>		<b>Daily Minutes</b>	<p>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.</p> <p>This value is determined by the LEA. You must enter this value even if it is the same as the TEA requirement.</p> <p>TWEDS Data Element: SchoolDayOperationalMinutes (E1571)</p>	<b>Shortened Daily Minutes</b>	<p>Type the number of minutes of instruction per day for the campus on a shortened school day.</p> <p>This value is determined by the LEA. You must enter this value even if it is the same as the TEA requirement.</p>	<b>Daily Minutes</b>	<p>Type the number of minutes of instruction per day, as required by the TEA.</p> <p>Refer to the <a href="#">TEA Student Attendance Accounting Handbook (SAAH)</a> for TEA requirements and any applicable exceptions.</p> <p>TWEDS Data Element: SchoolDayInstructionalMinutes (E1599)</p>	<b>Shortened Daily Minutes</b>	<p>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.</p> <p>Refer to the <a href="#">TEA Student Attendance Accounting Handbook (SAAH)</a> for TEA requirements and any applicable exceptions.</p>
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Click **Save**.



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