

Other functions and features:

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Existing codes are displayed in order by code.

❑ Click **+Add**.

A blank row is added to the grid.

Program Code	Type the three-character code for the program.
Program Title	Type a description for the program, up to 40 characters.
TEA Crisis Code	For local programs created to track students displaced by a crisis, type the corresponding crisis code, as designated by the Texas Education Commissioner:
Move Program to Next Year	Indicating how Annual Student Data Rollover (ASDR) handles local programs for the district. N or blank - Disable the **Annual Student Data Rollover** field on the Campus Local Program Codes page. The program will be dropped when ASDR is run. Y - Allow the program to be moved to next year.

❑ Click **Save**.

❑ To update a description, type over the existing description and save.

You can only update the description; you cannot update a code. To change a code, you must delete and re-enter the code and description.

	Delete a row. 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

Print Generic Ent/Wd by Campus	Print the Campus Generic Entry/Withdraw Next Year Status report. The report lists the code, description, and ASDR next year status by campus, allowing you to see if a local program will be written to the next year record when ASDR is run. The status is determined by the campus or district options: • If the district **Annual Student Data Rollover** field is Y, the campus **Move Program to Next Year** code and description print in the **ASDR Next Year** column. • If the district **Move Program to Next Year** field is N, the **ASDR Next Year** column displays “Drop Program NYR (By District)” because the district option N overrides the campus **Move Program to Next Year** field. **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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