



Create a new track:

Table of Contents

Create a new track:	11
----------------------------------	-----------

The next year campus calendar must be set for each track at each campus in the district. If a track is used by more than one campus, you can use the Next Year Copy Calendar page to copy the calendar to other tracks.

Be sure you are updating the next year page; look for “Next Year” in the breadcrumbs.

IMPORTANT: Do not delete or change any current year attendance calendars. The current year calendars will become the historical attendance calendars. After running ASDR, you will have access to the historical information, so the current year calendars should be maintained as they were during the school year.

[Attendance > Maintenance > Campus > Next Year Campus Calendar](#)

Save
Student Information

Track: 02 Retrieve Print

Begin Month: Aug End Month: July

Calendar Operational Minutes

Instructional Program Type: 01 Standard Program for school district campus follo

Daily Minutes: 450 Shortened Daily Minutes: 270

August 2022							September 2022							October 2022							November 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6						1	2	3						1								
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
														30	31												

Legend		Day Type Selection	
			Begin School
			Membership
			Begin Cycle
			Holiday
			Weekend
			End of School
			Inservice
			Adjust Minutes
			Make-up Day
			Weather Day
			Waiver

December 2022							January 2023							February 2023							March 2023								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
					1	2	1	2	3	4	5	6	7					1	2	3	4					1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25		
25	26	27	28	29	30	31	29	30	31					26	27	28					26	27	28	29	30	31			

Rptg Period	Mem Days	Shrtnd Mem Waiver Days	Non Mem Waiver Days	Daily Mins (DM)	Waiver Mins (WM)
Cycle 1					
Cycle 2					
Cycle 3					

April 2023							May 2023							June 2023							July 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa

☐ Select an attendance track and click **Retrieve**.

If no data exists, a message indicates that a calendar was not found and that the starting and ending months of the calendar must be selected. Click **OK**.



The **Begin Month** and **End Month** are only displayed when you select a track that has campus next year options saved but no next year calendar data entered:

Save

Track: 02

Retrieve
Print

Begin Month: Aug
 End Month: July

Begin Month	Select the first month of the school year.
End Month	Select the ending month of the school year. You can create a 13-month calendar by selecting the same beginning month and ending month. A 13-month calendar is used by campuses that begin and end school in the same month.

The **Daily Minutes** and **Shortened Daily Minutes** fields display the data entered for the selected track in the **Calendar Minutes** section on [Attendance > Maintenance > Campus > Next Year Campus Options](#).

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.)

Legend	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 border="1" data-bbox="330 846 1474 1312"> <tr> <td data-bbox="330 846 576 1312">Day Type Selection</td><td data-bbox="576 846 1474 1312"> 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.	Day Type Selection	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.
Day Type Selection	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.		

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. NOTE: 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: 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 <i>01:Instructional Day</i> 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.

Staff Development Waiver Day

The Staff Development Waivers are used when staff has training. This could include days when students are in attendance.

NOTE:

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.

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 <i>01: Staff Development Waiver Day</i> . 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  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  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.

IMPORTANT! Once the next year calendar is added, verify that all the information is accurate and the correct numbers of membership days and minutes are displayed.

Copy a next year calendar:

[Attendance > Maintenance > Campus > Next Year Copy Calendar](#)

Copy
Student Information

From Campus Track

Campus: 001 001 School Track: 01 Description: New Track for NYCO

Cycle	Begin Dt	Mem Days	Total Daily Min(DM)	Total Waiver Min(WM)
1	08/01/2022	23	23	0
2	09/01/2022	43	43	0
3	11/01/2022	43	43	0

Cycle	Begin Dt	Mem Days	Total Daily Min(DM)	Total Waiver Min(WM)
4	01/02/2023	22	22	0
5	02/01/2023	20	20	0
6	03/01/2023	67	67	0

Mem Days	Total Daily Min(DM)	Total Waiver Min(WM)
Total: 218	218	0

Double click on the options below to change the value for the To campus.

Instr Pgm Type	Grading Cycle Type	Last Day of School	AM/PM or Both	ADA Posting Prd	First Prd Nbr	Last Prd Nbr	Nbr of Prds	Special Programs					Type KG	Optional Semester	Calendar Operational Minutes		
								Spec Ed	BI/ESL	G/T	Preg Svcs	Title I			Sch-wide Title I	Daily Mins	Shortened Daily Mins
01	2 Semesters 9 Weeks	06/01/2023	AM	02	01	09	09	☒	☒	☒	☒	☐	☐			1	1

IMPORTANT: When changing the Grading Cycle Type for the To Campus Track, the Track End Dates must be updated in Grade Reporting on Campus Control Options > Parameters

To Campus Tracks

☐ - No Calendar same minutes.
☐ - No Calendar different minutes.
☐ - No calendar no options.

☐ - Calendar same minutes.
☐ - Calendar different minutes.
☐ - Calendar copying from.

☐ - Attendance posted.

Campus ID	Campus Name	Track		
		01	02	New Track
001	001 School	☐	☒	Add

Under **From Campus Track**:

☐ Select the campus-track *from* which to copy data:

Campus	Select the campus from which you want to copy the calendar.
Track	Select the attendance track from which you want to copy the calendar. Only tracks that have calendars are listed. If a description has been entered for the track on Maintenance > Campus > Next Year Campus Options, the description is also displayed in the drop-down list.
Description	The description of the selected track is displayed if it has been entered on Attendance > Maintenance > Campus > Next Year Campus Options. You can add or update the description that will be copied to the To Campus Tracks. Type a description of the track, up to 50 characters. NOTE: Changing the description here does NOT change the description at the From Campus Track. If you changed the description and wish to reset it to the original description, click the Reset icon.

Next year cycle information is displayed for the selected campus-track:

Begin Dt	The first date of each cycle is displayed.
-----------------	--

Mem Days	The number of membership days in each cycle is displayed.
Total Daily Min (DM)	The total number of minutes of instruction for the cycle is displayed.
Total Waiver Min (DM)	The total number of waiver minutes in the cycle is displayed.
Total (yearly)	The yearly total for each field is displayed.

Campus Options for the **From Campus Track** are displayed for your reference. The information is maintained on [Attendance > Maintenance > Campus > Next Year Campus Options](#) unless otherwise indicated.

When you double click any value in that grid, all fields in that grid are enabled, allowing you to change what is copied to the **To Campus Tracks**.

NOTE: Changing the value here does NOT change the value at the **From Campus Track**.

☐ Before copying to the **To Campus Tracks**, update the values as needed:

Instr Pgm Type	The type of attendance program associated with this calendar is displayed.
Grading Cycle Type	The grading cycle type is displayed.
Last Day of School	The last day of school for the selected campus-track are displayed as entered on Maintenance > Campus > Next Year Campus Calendar.
AM/PM or Both	The field indicates if ADA attendance is posted in the morning or afternoon.
ADA Posting Prd	The field indicates the period when ADA attendance is posted.
First/Last Prd Nbr	The first and last periods of the school day for which attendance is recorded are displayed.
Nbr of Prds	The calculated total number of periods is displayed according to the First/Last Prd Nbr fields.
Special Programs	The special programs offered at the campus are selected.
Type KG	The type of KG program offered at the campus is displayed. The field is blank if a KG program is not offered.
Optional Semester	The default semester for posting attendance by student is displayed.

Calendar Instructional/Operational Minutes	The heading and fields displayed change according to the Instr Pgm Type associated with the selected Track :	
	• If the selected track is associated with Instr Pgm Type 01, 02, 03, or 13-15, the heading is Calendar Operational Minutes. • If the selected track is associated with Instr Pgm Type 04-12, 16-18, or blank, the heading is Calendar Instructional Minutes.	
	Daily Mins	The daily minutes is displayed.
	Shortened Daily Mins	The shortened daily minutes is displayed.

Under **To Campus Tracks**:

☐ Select the campus-tracks to copy the calendar and options to.

NOTE: Campus options for at least one track must be entered. Otherwise, the campus will not be listed under **To Campus Tracks**.

IMPORTANT:

If the calendar and/or options differ at the From and To campus-tracks, the calendar and/or options at the To campus-track will be overwritten according to your selections.

When changing the **Grading Cycle Type** for the To campus-track, you must also update **Track End Dates** on [Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters NYR](#)

Checkboxes are color coded as follows:

- Attendance options exist for the track, but not a calendar. The **Minimum Daily Mins**, **Daily Mins**, **Shortened Min Daily Mins**, and **Shortened Daily Min** values are all the same at both campus-tracks.

Attendance options exist for the track, but not a calendar. At least one of the **Minimum Daily Mins**, **Daily Mins**, **Shortened Min Daily Mins**, and **Shortened Daily Min** values are different at the From and To campus-tracks. Note that only the basic calendar will be copied to the To track calendar (Membership day, Begin School, Begin Cycle, End of School, Weekend, Holiday, and

Inservice day). The special days (Weather Day, Waiver Day, Make-up Day and Adjust Membership) are not copied.

- Neither calendar nor attendance options exist for the track.

Calendar and attendance options exist for the track. The **Minimum Daily Mins**, **Daily Mins**, **Shortened Min Daily Mins**, and **Shortened Daily Min** values are all the same at both campus-tracks.

Calendar and attendance options exist for the track. At least one of the **Minimum Daily Mins**, **Daily Mins**, **Shortened Min Daily Mins**, and **Shortened Daily Min** values are different at the From and To campus-tracks. Note that only the basic calendar will be copied to the To track calendar (Membership day, Begin School, Begin Cycle, End of School, Weekend, Holiday, and Inservice day). The special days (Weather Day, Waiver Day, Make-up Day and Adjust Membership) are not copied.

The box is displayed for the **From Campus Track**. A campus-track cannot be copied to itself.

The checkbox is disabled because attendance has been posted on at least one date this school year for this campus-track.

A checkbox is not displayed if that track does not exist at the campus.

Create a new track:

☐ Click  to add a new campus-track.

A text input field appears in place of the button, allowing you to type a new two-digit track.

NOTE: To cancel, double-click the input field, and the button is again displayed.

☐ **IMPORTANT:** After typing the track, press ENTER.

The track is added to the grid and is selected by default.

The new track is not saved until you click **Copy** with that track selected. Once saved, the new

track will appear in **Track** drop-down fields across ASCENDER for the next school year.

☐ Click **Copy**.

The **From Campus Track** calendar and options are copied to the selected tracks according to your selections. Any new tracks are created.



Back Cover