

Enter Next Year Information

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Create a new track: 18

Enter Next Year Information

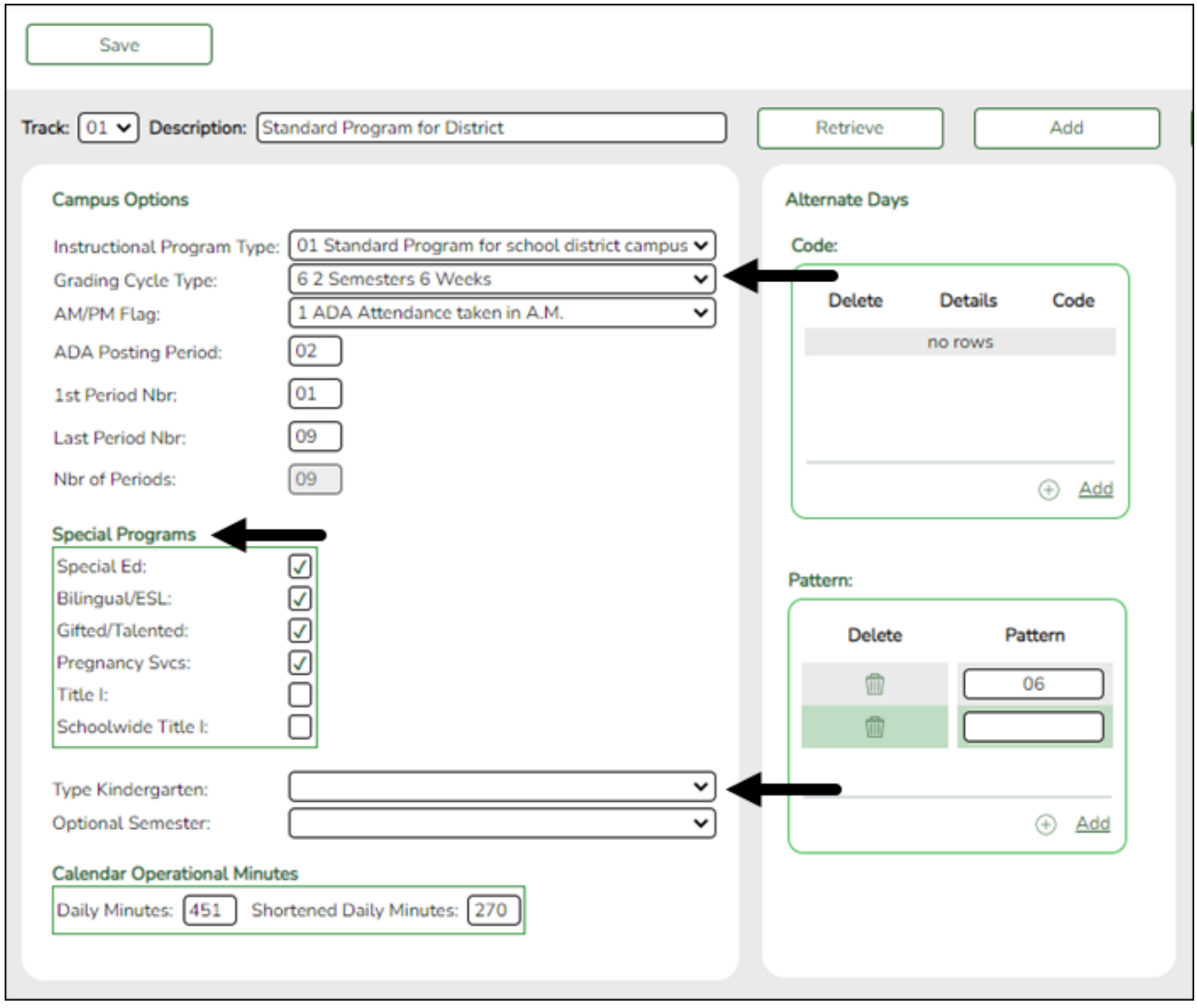
Certain next-year data must be entered and verified before running ASDR.

1. Enter next year attendance campus options.

Before running ASDR, the next year attendance options must be set for each track at each campus in the district. The information is used when creating student records for the next school year.

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

Attendance > Maintenance > Campus > Next Year Campus Options



HELPFUL TIPS:

- Print out current year options on Attendance > Maintenance > Campus > Campus Options to assist you in entering next year options.
- Review Attendance > Maintenance > Campus > Copy Calendar to review which tracks need to be created on the next year Campus Options page.

IMPORTANT:

The **Grading Cycle Type** field must be the same for all tracks at the same campus.

Only special programs selected under **Special Programs** will be created in the next school year.

The **Type Kindergarten** field is used during ASDR to set ADA eligibility code.

Rules for eligibility code

Attendance - Type Kindergarten	Registration - Clear Current Eligibility Code	Eligibility Code before ASDR	From to To Grade Level	Eligibility Code after ASDR	Action during ASDR
1	No	1 or 2	PK to KG	1	Clear **Attribution Cd** and **Camp ID Resid**, if any.
1	No	2	KG to KG	1	Reset 1/2 day to full day; leave **Attribution Cd** and **Camp ID Resid**, if any.
1	No	1 or 2	KG to 01	1	Clear **Attribution Cd** and **Camp ID Resid** if any.
3	No	1 or 2	PK to KG	2	Clear **Attribution Cd** and **Camp ID Resid**, if any.
3	No	1	KG to KG	2	Reset 1/2 day to full day; leave **Attribution Cd** and **Camp ID Resid**, if any.
3	No	1 or 2	KG to 01	1	Clear **Attribution Cd** and **Camp ID Resid**, if any.

Attendance - Type Kindergarten	Registration - Clear Current Eligibility Code	Eligibility Code before ASDR	From to To Grade Level	Eligibility Code after ASDR	Action during ASDR
1	Yes	1-6	PK to KG	1	Clear **Attribution Cd** and **Camp ID Resid**.
1	Yes	1-6	KG to 01	1	Clear **Attribution Cd** and **Camp ID Resid**.
1	Yes	1-6	01-12 to 01-12	1	Clear **Attribution Cd** and **Camp ID Resid**.
3	Yes	1-6	PK to KG	2	Clear **Attribution Cd** and **Camp ID Resid**.
3	Yes	1-6	KG to 01	1	Clear **Attribution Cd** and **Camp ID Resid**.
3	Yes	1-6	01-12 to 01-12	1	Clear **Attribution Cd** and **Camp ID Resid**.
Blank	Yes	Any	PK to KG	Same	None
Blank	Yes	Any	01-12	1	Clear **Attribution Cd** and **Camp ID Resid**.
Blank	No	Any	PK to KG	Same	None
Blank	No	Any	01-12	Same	None

Add a new track:

❑ Click **Add**.

The **Track** field is replaced by the **New Track** field.

❑ Type the new track number.

Or, click **Cancel** to return.

Valid track numbers are 00-99, and the number cannot already exist.

❑ Enter campus options and an optional description for the track as described below, and click **Save**.

Update data:

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

❑ Click **Retrieve**.

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

Description	(Optional) Type a description of the track, up to 50 characters. This description will appear in the **Track** field drop-down list on most Attendance > Maintenance > Campus pages (current and next year).
Instructional Program Type	(Required) Select the type of attendance program associated with this calendar.
Grading Cycle Type	Select the breakdown of semesters and cycles for the campus.
AM/PM Flag	Indicates 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.

❑ Under **Calendar Operational/Instructional Minutes**:

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** 01-03, or 13-15, the heading is **Calendar Operational Minutes**.

• If the selected track is associated with **Instructional Program Type** 04-12, 16-18 or blank, the heading is **Calendar Instructional Minutes**.

- The heading is **Calendar Minutes**.

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

Calendar Operational Minutes:

Daily Minutes	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.
Shortened Daily Minutes	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.

Calendar Instructional Minutes:

Daily Minutes	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.
Shortened Daily Minutes	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.

When these values are saved, the values are used to populate the campus calendar.

❑ Under **Alternate Days**:

This section is used if the campus has more than one period that is used for ADA period, such as for A-Day/B-Day schedules.

For example, the A-Day schedule may take ADA attendance during period 02, and the B-Day schedule may take ADA attendance during period 05.

For both days, an additional period must be created that is the same for both A-Day and B-Day. This must be a period when no students are scheduled. For example, if the campus has classes during periods 01-08, then period 09 could be used as the extra ADA period. This "extra" period must be the same for both A-Day and B-Day. Be sure this extra period is

included in the **1st Period Nbr** and **Last Period Nbr** fields.

When attendance is posted to either ADA posting period (e.g., 02 or 05), it is *also* posted to the extra period (e.g., 09).

NOTE: All tracks at the same campus must have the same "extra" ADA posting period. For example, if the campus creates period 09 as the extra period, then period 09 must be used for all tracks.

Code	(Optional) Type a description of the track, up to 50 characters. This description will appear in the Track field drop-down list on most Attendance > Maintenance > Campus pages (current and next year).
Pattern	Click **+Add** or press ALT+1 to indicate the ADA period for the selected code. A blank row is added to the **Pattern** grid. You must enter two pattern rows for each **Code**: • Add a row with the ADA period when attendance is taken (e.g., 02 or 05). • Add a row with the "extra" ADA posting period (e.g., 09). **IMPORTANT:** The "extra" ADA posting period must be the same for all codes, and it must be the same for all tracks at the campus. This period must also be entered in the **ADA Posting Period** field.

Pattern	Type the two-digit ADA period.
	Delete the pattern for that code if needed.

NOTE: When using ALT+1 to add a row, you must press the 1 key on the keyboard, not the 1 key on the numeric keypad.

IMPORTANT! Be sure all tracks have the same ADA posting period for TeacherPortal:

On Attendance > Maintenance > TeacherPortal Options > Campus Options, set the **A/B Day: Period ADA Attendance Taken** fields to the periods when attendance is posted (e.g., 02 and 05).

❑ Click **Save**.

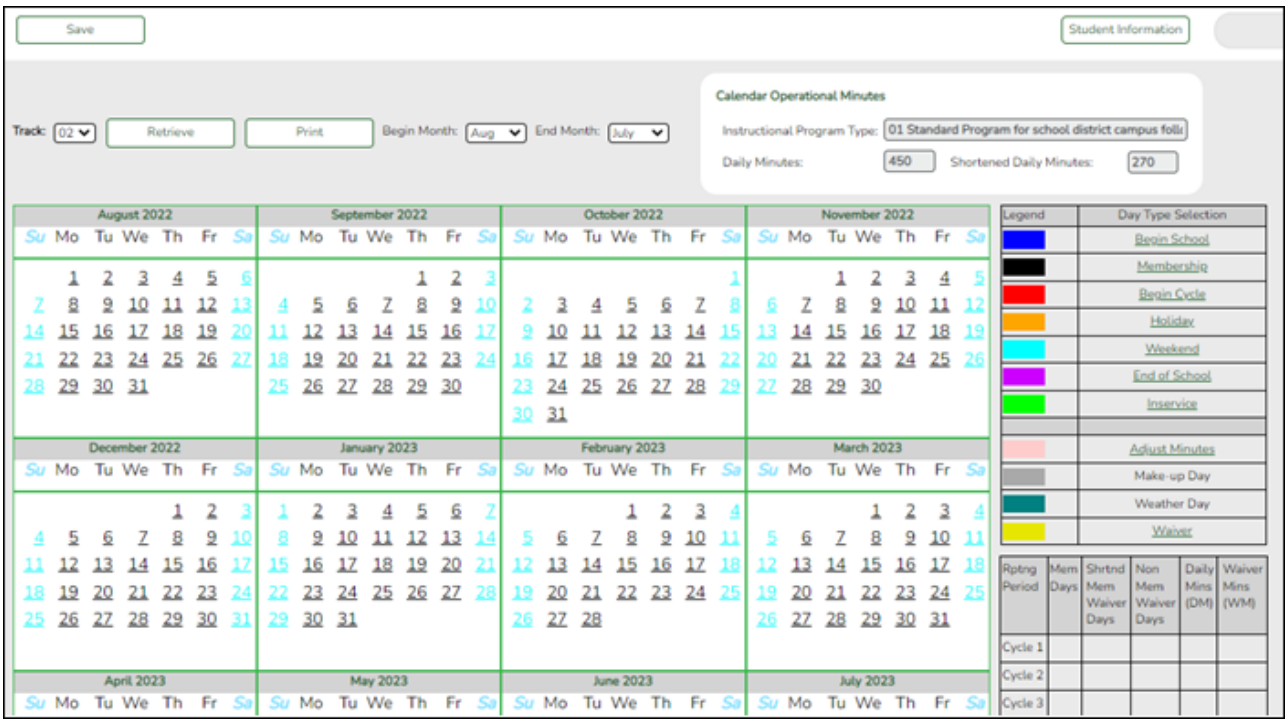
2. Enter next year attendance calendar.

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.

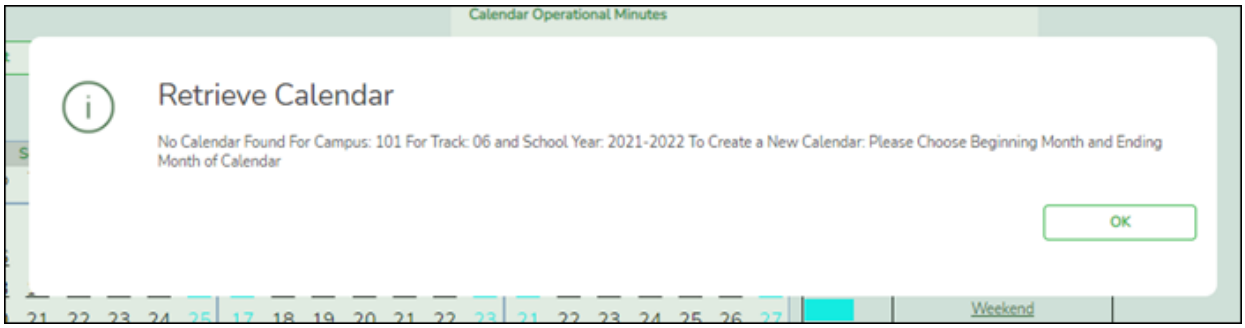
IMPORTANT: Do not delete or change any current year attendance calendars. The current year calendars will become the historical attendance calendars. After running ASDR, you will have access to the historical information, so the current year calendars should be maintained as they were during the school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

Attendance > Maintenance > Campus > Next Year Campus Calendar

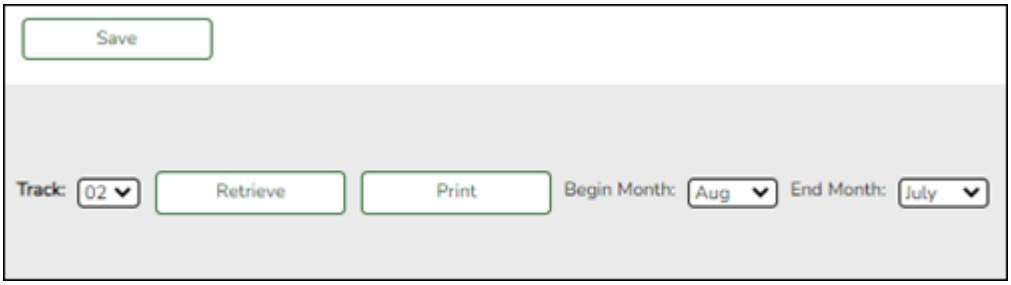


❑ Select an attendance track and click **Retrieve**.

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:



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.)

<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.

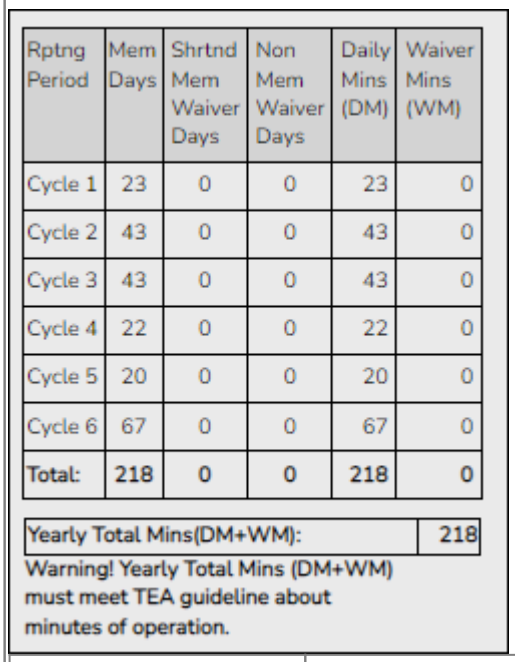
To change a date back to a regular membership day, click the date on the calendar again, and then click the Membership Day Type.</td></tr></table>
If you change the date for the end of semester 1, the corresponding grade reporting cycle end date is changed to match the new calendar date.

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. **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 *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.

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 *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.

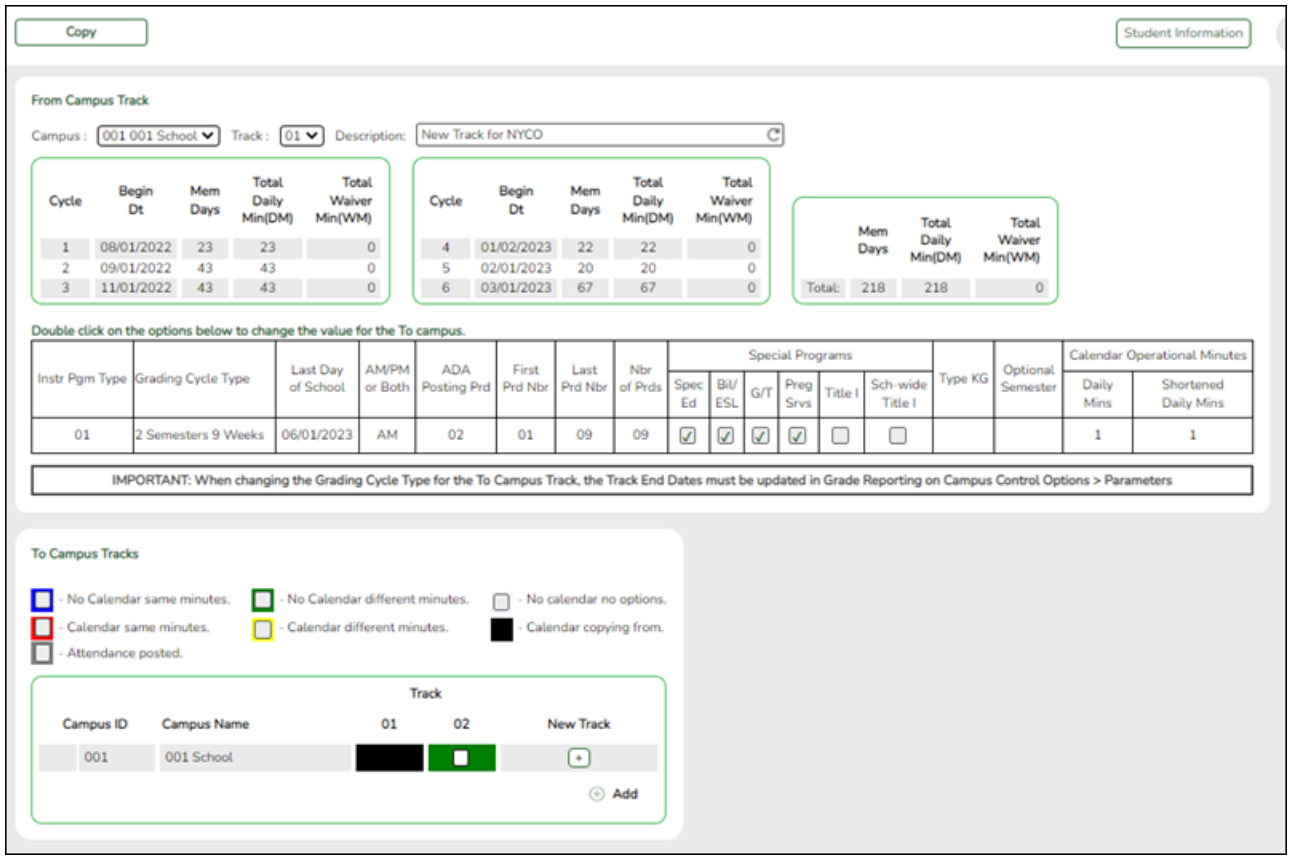
Other functions and features:

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.

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



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.

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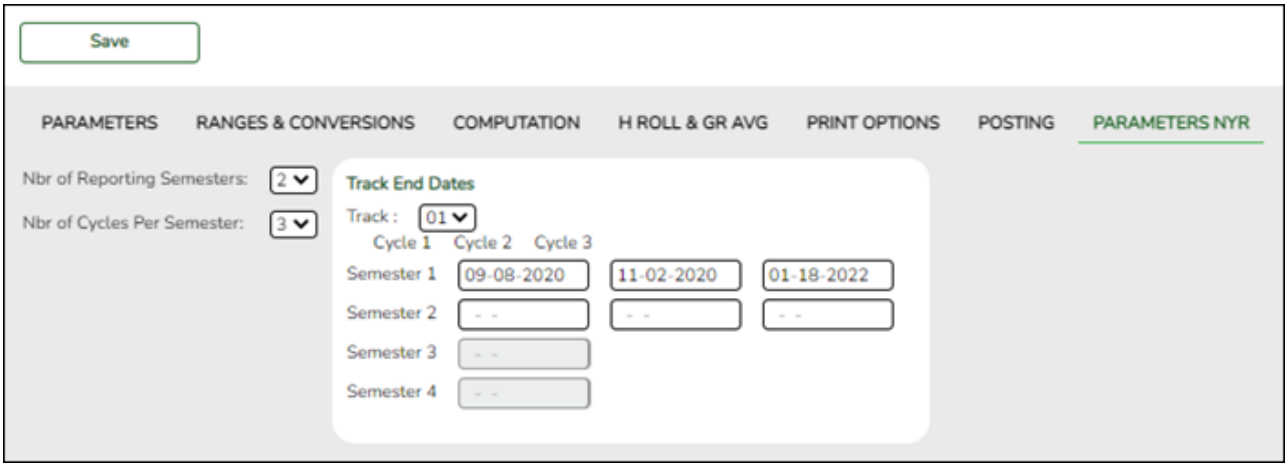
3. Enter grade reporting cycle end dates.

The next year cycle end dates must be entered for each track. All tracks for next year must have grade reporting cycle end dates.

Be sure you are updating the next year page; look for “NYR” in the tab title.

Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters NYR

IMPORTANT! Do not change current year cycle end dates or other information. The current year information will become the historical data. After running ASDR, you will have access to the historical information, so the current year data should be maintained as it was during the school year.



Nbr of Reporting Semesters	Select the number of semesters the campus will use next year for grade reporting. The number cannot exceed the district maximum (i.e., **Reporting Semesters** on Grade Reporting > Maintenance > Tables > District Control Table > District Parameters). **IMPORTANT:** All tracks at the same campus must have the same number of reporting semesters.
Nbr of Cycles per Semester	Select the number of grade reporting cycles per semester: • For a four-semester campus, select *1*. • For a two-semester/nine-week campus, select *2*. • For a two-semester/six-week campus, select *3*. **IMPORTANT:** All tracks at the same campus must have the same number of cycles per semester.
Track End Dates	**Track** — Select an attendance track to set up. **Semester # Cycle #** — In the **Cycle #** fields for each **Semester**, type the end dates for each grading cycle in the MMDDYYYY format. Edits: Two-semester, two-cycle campus: • End date for semester 1-cycle 2 must match the last membership day in semester 1 in the attendance calendar for that track. • End date for semester 2-cycle 2 must match the last day of school for that track. Two-semester, three-cycle campus: • End date for semester 1-cycle 3 must match the last membership day in semester 1 in the attendance calendar for that track. • End date for semester 2-cycle 3 must match the last day of school for that track. Four-semester, one-cycle campus: • End date for semester 2-cycle 1 must match the last membership day in semester 1 in the attendance calendar for that track. • End date for semester 4-cycle 1 must match the last day of school for that track. **IMPORTANT:** The semester and cycle must match the **Grading Cycle Type** field on Attendance > Maintenance > Campus > Next Year Campus Options.

❑ Click **Save**.

❑ If you have more than one track for next year, select the next track and enter the cycle end dates.

Nbr of Reporting Semesters	Select the number of semesters the campus will use next year for grade reporting. The number cannot exceed the district maximum (i.e., **Reporting Semesters** on Grade Reporting > Maintenance > Tables > District Control Table > District Parameters). **IMPORTANT:** All tracks at the same campus must have the same number of reporting semesters.
Nbr of Cycles per Semester	Select the number of grade reporting cycles per semester: • For a four-semester campus, select *1*. • For a two-semester/nine-week campus, select *2*. • For a two-semester/six-week campus, select *3*. **IMPORTANT:** All tracks at the same campus must have the same number of cycles per semester.

Track End Dates	**Track**	Select an attendance track to set up.
	Semester # Cycle #	In the **Cycle #** fields for each **Semester**, type the end dates for each grading cycle in the MMDDYYYY format. Edits: Two-semester, two-cycle campus: • End date for semester 1-cycle 2 must match the last membership day in semester 1 in the attendance calendar for that track. • End date for semester 2-cycle 2 must match the last day of school for that track. Two-semester, three-cycle campus: • End date for semester 1-cycle 3 must match the last membership day in semester 1 in the attendance calendar for that track. • End date for semester 2-cycle 3 must match the last day of school for that track. Four-semester, one-cycle campus: • End date for semester 2-cycle 1 must match the last membership day in semester 1 in the attendance calendar for that track. • End date for semester 4-cycle 1 must match the last day of school for that track. **IMPORTANT:** The semester and cycle must match the **Grading Cycle Type** field on Attendance > Maintenance > Campus > Next Year Campus Options.

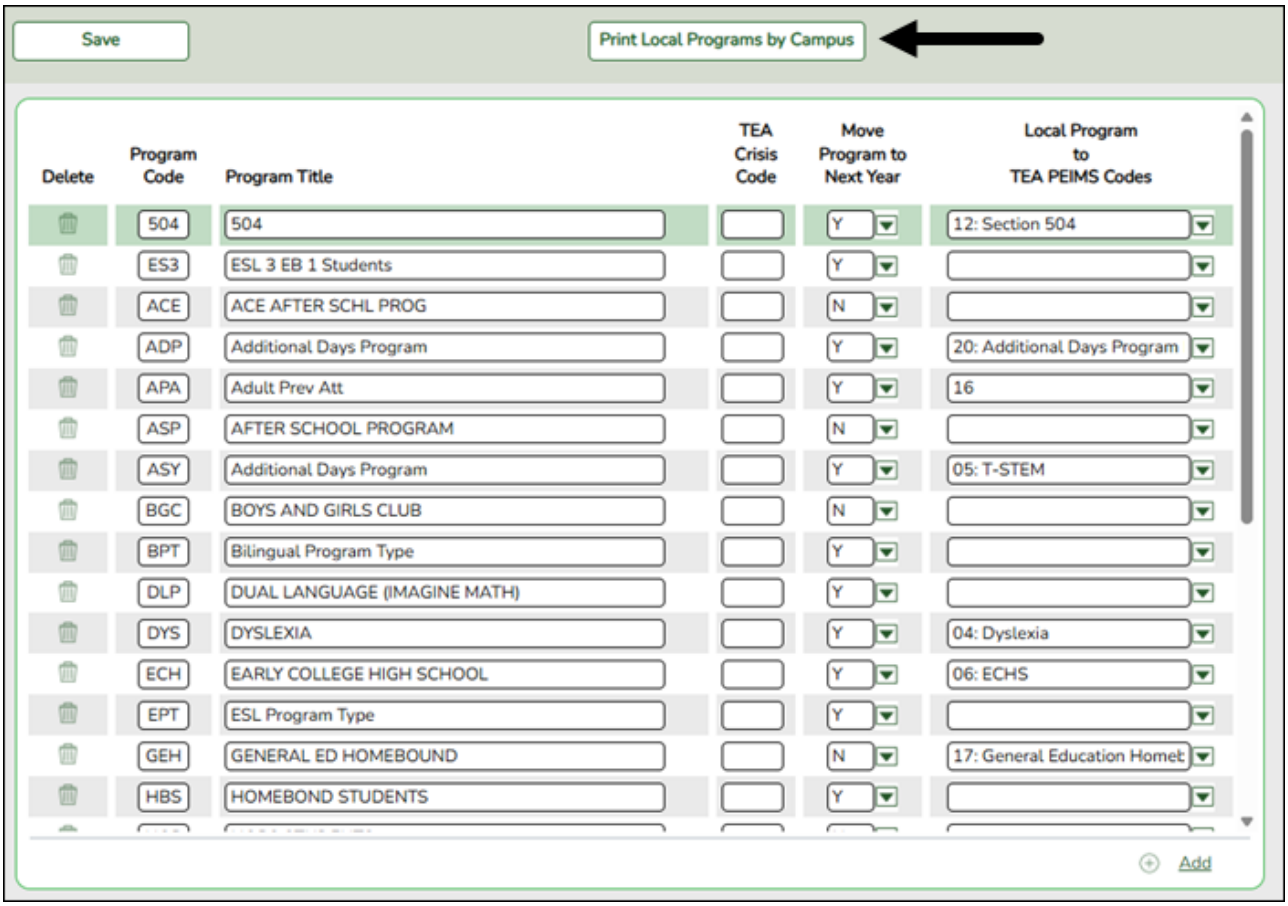
❑ Click **Save**.

❑ If you have more than one track for next year, select the next track and enter the cycle end dates.

4. Verify local programs information.

Print the Campus Local Program Rollover Status report and verify that the **ASDR Next Year** column is set correctly for each program.

Registration > Maintenance > District Profile > Local Program Codes



Print Local Programs by Campus	Click to print the Campus Local Program Rollover 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.

Registration > Maintenance > Campus Profile > Campus Local Program Codes

This page allows you to set up campus-level local program codes. At the campus level, the codes are chosen from the codes set up at the **district level**. You cannot add program codes that are not set up at the district level. Visit the **TSDS Web-Enabled Data Standards** page

to find a list of program codes.

Existing codes are displayed in order by code.

❑ Click **+Add**.

A blank row is displayed added to grid.

Program Code	Select the district program code. These codes are established by the district on Maintenance > District Profile > Local Program Codes.
Program Title	The program title for the selected code is displayed.
Move Program to Next Year	Select the code indicating how Annual Student Data Rollover (ASDR) handles local programs. This field only applies if the district-level **Move Program to Next Year** field is set to Y on Maintenance > District Profile > Local Program Codes. Otherwise, this field is ignored. You can drop the program for next year, keep the program but drop all students from the program, or keep the program and re-enroll all students.

❑ Click **Save**.

Other functions and features:

	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).


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