


# attendance_ny_update_options

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| **Track** | Select the attendance track. Only tracks established for the campus in the Attendance application are listed.<br>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.

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| **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.<br><br>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. |

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| **Special Programs** | Select the special programs that will be offered at the campus next year.<br><br>About Title I:<br>Select **Schoolwide Title I** if the campus is a schoolwide Title I campus.<br><br>Select **Title I** if the campus is a Title I targeted-assistance campus.<br><br>• If **Schoolwide Title I** is selected, a Title I record with code 6 is created for new, reentered, and transfer students.<br><br>• If **Schoolwide Title I** and **Title I** are selected, the campus is a schoolwide Title I campus.<br><br>• If **Schoolwide Title I** and **Title I** are *not* selected, the campus is a non-Title I campus.<br><br>• If **Schoolwide Title I** is not selected, but **Title I** is selected, the campus is a Title I targeted-assistance campus.<br>**NOTE:**<br>For a target-assisted campus, records are transferred for students with **Title I Code** 7, 8, 9, or A.<br><br>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.<br><br>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.<br><br>blank - No default semester is specified. The **Semester** field will default to blank.<br>1 - Use semester 1.<br>2 - Use semester 2.<br>3 - Use semesters 1 and 2.<br>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:**

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| **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.<br><br>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.<br><br>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:**

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| **Daily Minutes** | Type the number of minutes of instruction per day, as required by the TEA.<br><br>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.<br><br>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.

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❑ 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.

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| **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.<br><br>You must enter two pattern rows for each **Code**:<br>• Add a row with the ADA period when attendance is taken (e.g., 02 or 05).<br>• Add a row with the “extra” ADA posting period (e.g., 09).<br><br>**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. |

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| **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**.


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