

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. 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	
Instructional Program Type	
Grading Cycle Type	
AM/PM Flag	
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	
Last Period Nbr	
Nbr of Periods	
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	

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**:

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).

❑ 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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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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