



ASCENDER District Setup

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ASCENDER District Setup

These steps allow you to set up a new district in ASCENDER, including the profile, programs, code tables, master schedule, Attendance and Discipline settings, as well as TeacherPortal options.

IMPORTANT NOTES:

1. For a Student-only District or for both, a Business and Student District, after creating the security **do not** create the District Profile or Campus(es) on **District Administration**.
2. Create the District Profile in *Registration > Maintenance > District Profile*, then immediately create each Student Campus in *Registration > Maintenance > Campus Profile*. See the [ASCENDER Campus Setup guide](#) for information.
3. After creating each Student Campus, go immediately to *Attendance > Campus > Campus Options* to create campus options and to *Attendance > Campus > Campus Calendar* to create the campus calendar.

Prerequisites:

- This guide assumes you are familiar with the basic features of the ASCENDER Student system and have reviewed the [ASCENDER Student Overview guide](#).
- **Security Access:** Users who will be updating district data must be set up in ASCENDER Security Administration to have district-level access and appropriate roles assigned.
- Clear browser history. Log back in as the previously set-up student user then go directly to *Registration > Maintenance > District Profile > District Maintenance* and create the district.

I. District Profile

[Enter district demographic information.](#)

[Registration > Maintenance > District Profile > District Maintenance > Demographic Info](#)

This tab allows you to maintain the district's demographic data, such as the district's name, address, and superintendent.

District Name	(Required) Type the name of the district, up to 34 characters.
District County	Type the name of the county where the district is located, up to 20 characters.
District Type	Indicate whether the district is independent, private, or charter.

Allow Waitlist on ParentPortal	Select to enable the display of the Charter School Application Form Apply button on the ASCENDER ParentPortal Login page. This field only displays if the District Type field is set to <i>Charter</i> .
Charter Application	Select <i>Current</i> or <i>Next</i> to indicate the Charter School Application Form school year in ASCENDER ParentPortal. This field only displays if the District Type field is set to <i>Charter</i> .
District Website	Type the address of the district's website, up to 255 characters. IMPORTANT: If your district website is down when you save, you will receive an error message because the program is trying to connect to the website to validate the entry. Try again when your website is working properly.
District Email	Type an email address for contacting the district, up to 255 characters.

NOTE: The **District Website** and **District Email** fields are used for TSDS Dashboard extracts. This data is required for districts that use TSDS Dashboards.

ESC Region Number	(Required) Type the region number for the education service center that serves the district. The field must be two digits (e.g., type 01 for ESC-1).
ESC County District Number	Type the six-digit ESC county-district number as assigned by the Texas Education Agency (TEA).
Street Nbr Street Name City State Zip Code +4	Enter the address for the district, up to 60 characters.
Phone Fax	Type the area code and phone numbers for the district.
Superintendent Name	Type the title, first name, middle name, and last name of the district superintendent. Select the generation code if applicable.


☐ Click **Save**.

[Enter district control settings.](#)

[Registration > Maintenance > District Profile > District Maintenance > Control Info](#)

This tab allows the district to set up control options to handle state and local ID numbers and other information affecting registration.

Ending School Year	The ending year of the school year to which you logged on is displayed.
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First Available State ID	Type the lowest valid state ID number assigned to the district by the state (S + eight digits).
Last Available State ID	Type the highest valid state ID number assigned to the district by the state (S + eight digits).
Next Available State ID	Type the ID number to use for the next student needing a state-assigned ID (S + eight digits).
Assign State ID Number	Select to automatically assign the next state ID to students who do not have social security numbers. If not selected, IDs must be manually entered for each student.
Default Home Language Cd	Click  to select the home language that will be the default in the student record when that field is left blank.
Auto Assign Student ID	Select to automatically assign local student IDs when students are enrolled. If <i>not</i> selected, the student IDs must be manually assigned by the campus.
Starting Student ID	Type the lowest student ID number from which to begin automatically assigning student IDs.
Student Application Staff ID	The field indicates whether the district uses the social security number or employee number as the staff ID. If set to <i>SSN</i> , you can change it to <i>Employee Number</i> by running the Set Staff ID to Employee Number utility.
School Year	The beginning and ending years of the school year to which you logged on are displayed.
Campus Can Maintain Record Status	Select to allow campuses to change a student's established record status (i.e., the Record Status field on Maintenance > Student Enrollment > Demo1). It is recommended that districts <i>do not</i> select this option. The student record status is updated automatically, so a campus should only change a student's record status when absolutely necessary.
Pre-Print Withdraw Form	Select to allow a withdrawal form (SRG0900 - Withdrawal Transfer Form) to be printed before the student is withdrawn from the campus. If not selected, SRG0900 can only be printed for withdrawn students.

☐ Click **Save**.

[Enter district special education information.](#)

[Registration > Maintenance > District Profile > District Maintenance > Special Ed Info](#)

This tab allows the district to set up its special education information, such as the fiscal agents for any special education cooperative in which the district participates and the Regional Day School for the Deaf (RDSD) used by the district.

RDSD Fiscal Agent	Type the TEA-assigned county-district number of the school district serving as the RDSD's fiscal agent. Leave blank if the district does not use an RDSD.
Special Ed Co-op	If the district is a member of a special education cooperative, type the name of the co-op, up to 30 characters.
Co-op Fiscal Agent	Type the TEA-assigned county-district number of the school district serving as the co-op's fiscal agent.

☐ Click **Save**.

[Enter attendance zones.](#)

[Registration > Maintenance > District Profile > District Maintenance > Attendance Zone Options](#)

This tab allows the district to enable the use of Attendance Zones for identifying street boundaries and properly enrolling students at the correct campuses according to where they live.

Enable Attendance Zones	Select to enable the use of Attendance Zones for the district. When selected, a student's physical address will be validated against the Attendance Zone boundaries when the student is being enrolled. Current and next year boundaries are maintained on Maintenance > District Profile > District Maintenance > Attendance Zones .
Auto Update Home Campus from Attendance Zones	Select to automatically update a student's home campus (i.e., Att Zone Home Campus) on Registration > Maintenance > Student Enrollment > Demo2) according to the student's Attendance Zone, which is based on the student's physical address. This field is only enabled if Enable Attendance Zones is selected.

[Enter district grade reporting settings.](#)

Set up a Student Campus in *Registration > Maintenance > Campus Profile*. See the [ASCENDER Campus Setup guide](#) for information.

NOTE: Business Campuses can be set up later on **District Administration**.

[Set up Campus Profile for Student Campuses.](#)

Set up a Student Campus in *Registration > Maintenance > Campus Profile*. See the [ASCENDER Campus Setup guide](#) for information.

NOTE: Business Campuses can be set up later on **District Administration**.

II. District Programs

[Enter district program codes.](#)

[Registration > Maintenance > District Profile > Local Program Codes](#)

This page allows you to maintain a table of district-level codes for local programs such as dyslexia, 504, crisis code, or any short-term programs that arise in the district. At the campus level, the codes are chosen from the codes set up on this page. Campuses cannot select programs that do not exist on this page. Campuses use the codes to enroll students in these local programs.

You can also generate a report that allows you to see which local programs will be written to the next year record when ASDR is run.

[TSDS Data Elements for local programs:](#)

TWEDS Data Elements:

DYSLEXIA-INDICATOR-CODE (E1530)

SECTION-504-INDICATOR-CODE (E1603)

INTERVENTION-STRATEGY-INDICATOR-CODE (E1602)

ECHS-INDICATOR-CODE (E1560)

T-STEM-INDICATOR-CODE (E1559)

P-TECH-INDICATOR-CODE (E1612)

NEW-TECH-INDICATOR-CODE (E1647)

ADDITIONAL-DAYS-PROGRAM-INDICATOR-CODE (E1671)

Code table: C088

INDIVIDUAL-GRADUATION-COMMITTEE-REVIEW-CODE (E1563)

Code table: C201

CRISIS-CODE (E1054)

Code table: C178

Existing codes are displayed in order by code.

☐ From the **Local Program to TEA PEIMS Codes** drop-down menu, choose **20: Additional Days Program Participation**.

☐ 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	<p>Indicating how Annual Student Data Rollover (ASDR) handles local programs for the district.</p> <p>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.</p> <p>Y - Allow the program to be moved to next year.</p>
Local Program to TEA PEIMS Codes	<p>Select the local program code.</p> <p>DATA ELEMENT: StudentCharacteristic (E3063) (Code Table C344) captures important characteristics of the student's environment or situation.</p>

☐ 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.

Other functions and features:

	<p>Delete a row.</p> <ol style="list-style-type: none"> 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. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
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Print Local Programs by Campus


[Print the Local Programs by Campus 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  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.

III. District Code Tables

[Enter withdrawal reason codes.](#)

[Registration > Maintenance > District Profile > Tables > Withdrawal Reasons](#)

This tab allows the district to maintain a table of withdrawal reason codes.

Existing withdrawal reasons are displayed in order by code.

- System codes are displayed in the top grid and cannot be updated.
- The user code grid is displayed below the system code grid.

NOTE: Code EP (*exit from program*) in the system grid is used to indicate that a student is withdrawn from a special program. The student may or may not be withdrawn from the campus at the same time. When a student withdraws from a campus and then reenters the campus or transfers to another campus, a new enrollment record is not created.

☐ Click **+Add**.

A blank row is added to the user code (lower) grid.

code	Type a unique two-digit numeric code for the withdrawal reason.
description	Type a description for the withdrawal reason code, up to 80 characters.

☐ 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.

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).

[Enter records requested codes.](#)

[Registration > Maintenance > District Profile > Tables > Records Requested Codes](#)

This tab allows the district to maintain a table of codes for sources that may request records. These codes populate the **Records Request** drop-down field on [Maintenance > Student Enrollment > Demo2](#).

Existing sources are displayed in order by code.

☐ Click **+Add**.

A blank row is added to the grid.

Code	Type the two-character code for the source that is requesting records.
Explanation	Type a name or description for the source, up to 14 characters.

☐ Click **Save**.


☐ To update an explanation, type over the existing text and save.

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

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).

Enter withdrawal clearance check codes.

Registration > Maintenance > District Profile > Tables > Wd Clearance Checks

This tab allows the district to maintain a table of clearance check codes for student withdrawals. The codes are used on the [SRG0900 - Withdrawal Transfer Form report](#).

Up to 18 codes will print alphabetically on [SRG0900 - Withdrawal Transfer Form report](#). If more than 18 codes exist in the table, only the first 18 codes (alphabetically) will print on SRG0900.

Existing clearance check codes are displayed in order by code.

☐ Click **+Add**.

A blank row is added to the grid.

Clearance Check	Type the two-character code for the clearance area.
Description	Type a description for the code, up to 15 characters.

☐ 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.

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).

Enter country codes.

[Registration](#) > [Maintenance](#) > [District Profile](#) > [Tables](#) > [Country Codes](#)

This tab allows the district to maintain a table of country codes. These countries populate the **Birth Country** drop-down field on [Maintenance > Student Enrollment > Demo2](#).

Existing country codes are displayed in order by code.

☐ Click **+Add**.

A blank row is added to the grid.

Code	Type a two-character code for the country.
Name	Type the name of the country, up to 25 characters.

☐ Click **Save**.

☐ To update a country name, type over the existing name and save.

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

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).

[Enter local use codes.](#)

[Registration > Maintenance > District Profile > Tables > Local Use Codes](#)

This tab allows you to maintain a table of district-defined labels (i.e., customized field descriptions) for the **Local Use** and **User Defined** fields that are displayed on the [Maintenance > Student Enrollment > Demo2](#) and [At Risk](#) tabs. You can also designate specific fields as required.

- The [At Risk](#) tab has five fields that can be named and defined by the district. Two of the fields allow user to enter one character. Two of the fields allow users to enter up to three characters, and one field allows up to eight characters. The fields are displayed under the heading **Non PEIMS District Codes**.
- The [Demo2](#) tab has seven **Local Use** fields that can be named and defined by the district. All are one-character fields.

The default and current local use and user-defined code labels (i.e., field descriptions) are displayed by tab name.

Tabpage	The tab name on which the corresponding label (i.e., field description) is displayed.
Default Label	The system default label (i.e., field description) is displayed. The label indicates the number of characters allowed in that field. For example, <i>User 2 - Char 1</i> indicates a one-character field.
User Defined	The default name for the field is displayed. Type a new name over the existing text as you want it to appear on the corresponding tab, up to 35 characters. You cannot leave the field blank.
Required	Select if the field must be entered by the user.

☐ Click **Save**.

IV. District Master Schedule

[Enter course types.](#)

[Grade Reporting > Maintenance > Tables > Course Type](#)

This page allows you to set up district-wide descriptions for numeric and grade point course types using codes 0-9 and A-Z, such as Regular, Advanced Placement (AP), Pre-AP, Dual Credit, etc. This can also be used at middle schools for Credit Level H.

Setting up the Course Type table is optional. If used, these descriptions are displayed in the following locations:

- **GA Table** and **HRoll Table** drop-down fields on [Grade Reporting > Maintenance > Master Schedule > District Schedule](#), which allows you to assign a grade averaging type to the course.
- **GPA Override** drop-down field on [Grade Reporting > Maintenance > Student > Individual Maint > Grd Crs Maint](#), which allows you to assign a grade averaging type to a course for a specific student.
- [Maintenance > Tables > Grade Reporting Tables > Num Grade Avg Operator/Value](#)
- [Maintenance > Tables > Grade Reporting Tables > Grade Averaging Table](#)
- [Maintenance > Tables > Grade Reporting Tables > Honor Roll Table](#)

Code	Codes 0-9 and A-Z are displayed and cannot be changed.
Description	<p>The default for each code is <i>User Defined</i>. Type over <i>User Defined</i> with a new description as needed, up to 40 characters.</p> <p>Examples of common code descriptions:</p> <p>2 - Dual credit H - Honors J - High school credit course taken in middle school P - AP Q - Pre-AP R - Regular</p>

☐ Click **Save**.

[Create the district master schedule of classes.](#)

[Grade Reporting > Maintenance > Master Schedule > District Schedule](#)

This page allows you to maintain course records in the district master schedule. The district master schedule contains all the courses offered within the district. When campuses build a campus-level course record, they must select from the courses in the district master schedule.

Search drop-down	Select the field by which you want to search for courses.
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Search	<p>Type all or part of the search phrase.</p> <p>If you search by course number, title, or service ID, the search retrieves courses that <i>begin with</i> the characters or numbers you typed. For example, if you select <i>Title</i>, type 'eng' to retrieve all courses with a title that start with Eng.</p> <p>For <i>Course Number</i>, you must include leading zeros.</p> <p>If you search by abbreviated name, the search retrieves courses that <i>contain</i> the characters you typed. For example, type 'math' to retrieve all abbreviated names that contain the letters math, such as AP MATH.</p> <p>Leave blank to retrieve all courses.</p>
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☐ Click **Retrieve**.

A list of courses that meet the specified criteria is displayed.

- The list [can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.


A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

- Courses displayed in bold, italic type indicate that the course already has a standard set assigned.

Change the grid view:


The default view in the grid is basic course information indicated by ⇒ **Crs Nbr** in the area below the grid. You can modify the view in the grid by clicking an underlined header in that area.

For example, if you click the **Scheduling** header, only restrictions information is displayed in the grid. The Scheduling header is displayed as ⇒ **Scheduling** indicating that it is the current view.

☐ Click  for a record in the grid to edit the course record.

☐ Or, click **+Add** to add a course.

The fields are displayed below the grid where you can add or update the record.

Crs Nbr	<p>Type the four- to eight-digit course number assigned to the course by the district.</p> <p>Only uppercase alpha characters are allowed. Any lowercase letters are converted to uppercase when you save.</p> <p>Special characters are not allowed.</p> <p>If you are editing an existing record, the field cannot be updated.</p>
title	Next to the Crs Nbr field, type the name of the course, up to 15 characters, with no commas.
Abbrev Name	Type the eight-character abbreviated course name that will print on the AAR (SGR2047). The field is for local courses only. If left blank, the first eight characters of the course title are saved in this field.
Service ID	<p>(Required) Click  to select the service ID for the course.</p> <p>TWEDS Data Element: SERVICE-ID (E0724) (Code table C022) The service ID description is displayed next to the field. For Classroom Link, verify that the appropriate service ID is assigned to each course.</p> <p>Service IDs that begin with SA, SR, SS, 8, or 9 are not reported for PEIMS.</p> <p>NOTE: Local Service IDs that begin with 8 must be unique and cannot end in XXX.</p>
Graded Crs	<p>Select if the course is graded.</p> <p>Only graded courses are included in grade averaging calculations.</p> <p>NOTE: Grades <i>can</i> be posted for a non-graded course on the Student Maintenance pages.</p>
Nbr Sem	<p>Select the number of semesters of the course.</p> <p>The number cannot exceed the number of semesters for grade reporting, as indicated on Tables > Campus Control Options > Parameters.</p> <p>This field is disabled if a campus has selected the course and built sections for the course.</p>
Textbook ISBN	Type the international standard book number (ISBN) associated with the textbook for the course, up to ten characters.
Exclude from TeacherPortal	Indicate if the course should be excluded from the Attendance and/or Grades pages in TeacherPortal.
Self Paced	<p>Select if the course is self-paced. Self-paced courses can only be one semester long and must have the report card grade type as numeric (set in Grade Reporting/Maintenance/Master Schedule/Campus Schedule/Course).</p> <p>If you modify an existing one-semester course to be self paced, a message displays the number of students in the course. This message is not displayed if no students are enrolled in the course.</p> <p><input type="checkbox"/> Click OK. You are prompted to print a student list.</p> <p><input type="checkbox"/> Click Yes or No. The Self Paced field is selected.</p>

☐ Under **GrdRptng**:

Per Ctrl	<p>Type the period control number for the course, which is the number of class periods per day the course meets multiplied by the number of semesters taught.</p> <p>Examples:</p> <ul style="list-style-type: none"> • If a two-semester course has a duration of one period, the period control is 02 (2 semesters x 1 period). • If a two-semester course has a duration of two periods, the period control is 04 (2 semesters x 2 periods).
Department	(Optional) Type the code indicating the academic department with which the course is associated, up to three characters. The code is determined by the district.
Gender Restr	<p>Select a gender if the section is restricted to one gender.</p> <p>This field exists on the district-level course record (Maintenance > Master Schedule > District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section). If the campus section record has a value, that value is used. Otherwise, the district value is used.</p>
Required Elective	<p>Indicate if the course is a required or elective course.</p> <p>When the grid view is set to ⇒ GrdRptng, the selected option is displayed in the Course Priority column in the grid.</p>

☐ Under **Course Codes and Credits**:

Tot Credits	<p>Type the number of academic credits awarded to students who pass the course, up to two digits. The decimal is inserted automatically. For example, if you type 10, the field displays 1.0.</p> <p>IMPORTANT: If you change this field for a prior year, you must run the Historical Grade Averaging and Class Ranking utility, as this will affect student averages in prior years.</p>
Part Credit	<p>Select if partial credit is awarded to students who fail one or more semesters or are only enrolled in part of the course. The field is used by the Assign Pass Fail Indicators utility.</p> <p>Partial credit cannot be selected for regular one-semester and self-paced courses.</p> <p>NOTE: If a two-semester course has a Credits setting of .5 credits, Award Partial Credit must be selected for the Grade Computation and Credit Assignment utility to award the credit.</p>

AAR	<p>The code is used to determine where the course will print on the AAR. The field is only used if the code is different from the designated area for printing; otherwise, leave blank.</p> <ul style="list-style-type: none"> • If there are AAR use codes on the student record, the student codes are used even if there are AAR use codes on the section or district course records. • If the AAR use codes are blank on the student record, but the section has AAR use codes, the section codes are used even if there are AAR use codes on the district course. • If the use codes are blank on the student and section records, but there are AAR use codes on the district course, the district course codes are used.
Grad Plan	<p>Select the code indicating the academic area in which the course will appear on a student's graduation plan, if the academic area is different than what would be on the student's AAR.</p> <p>This field is usually used for courses such as band or PE where the student may be required to take only one year to fulfill a particular requirement, but may take subsequent courses after the first year. For example, if a student takes Band 1, the Band 1 course fulfills his Fine Arts credit. If that student continues to Band 2, 3, and 4, these courses are not needed for Fine Arts credit, so they can be considered electives on the student's graduation plan. For Band 2, 3, and 4, set the field to <i>ELEC</i> (i.e., elective). Note that Band 2, 3, and 4 will still appear as Fine Arts courses on the student's AAR.</p>
Spec Cons	<p>Select up to two codes indicating special considerations for the course. The codes cannot be the same for both fields. Special considerations are printed on the student's AAR (SGR2047).</p> <ul style="list-style-type: none"> • If there are special course consideration codes on the student record, the student codes are displayed on the AAR even if there are special course consideration codes on the section or district course records. • If the special course consideration codes are blank on the student record, but the section has special course consideration codes, the section codes are displayed on the AAR even if there are special course consideration codes on the district course. • If the special course consideration codes are blank on the student and section records, but there are special course consideration codes on the district course, the district course codes are displayed on the AAR.
Credit Seq	<p>Select the code indicating the conditions under which credits are awarded. This field is only considered in the Grade Computation and Credit Assignment utility and the Assign Pass Fail Indicators utility if Grading Concept is set to <i>Sem/Final</i> on Maintenance > Tables > Campus Control Options > Computation.</p> <ol style="list-style-type: none"> 1 - Full credit is awarded if final grade and first semester grade are passing. 2 - Full credit is awarded if final grade and last semester grade are passing. 3 - Full credit is awarded if final grade and all semester grades are passing. 4 - Full credit is awarded if final grade and any semester grades are passing.

Credit Lvl	<p>Select the credit level for which you want to add course records.</p> <p>It is important that all district courses be assigned a credit level, because the field is used in grade averaging and cumulative grade averaging at middle schools and high schools.</p> <ul style="list-style-type: none"> • Select H for a course offered for high school credit but taught at a middle school. This is necessary for the Assign Pass/Fail Indicators utility and the PEIMS Classroom Link extract to determine how to write elements for the student's course completion record. • Select E for an elementary course. <p>IMPORTANT: If you change this field for a prior year, you must run the Historical Grade Averaging and Class Ranking utility, as this will affect student averages in prior years.</p>
CPR	Select if the course allows a student to meet the requirement for cardiopulmonary resuscitation (CPR) instruction. The CPR instruction must include training that has been developed by the American Heart Association or the American Red Cross, or using nationally recognized, evidence-based guidelines and incorporation psychomotor skills to support the instruction.
Speech	Select if the course allows a student to meet the Foundation High School Program (FHSP) requirement for speech skills.
OnRamps	Select if this course is an OnRamps dual enrollment course coordinated by The University of Texas at Austin. The field can only be selected for high school credit courses (i.e., Credit Lvl = H).


☐ Under **Elem/Misc**:

The **Core Crs** and **ELA Wgt** fields only apply to courses where the **Credit Lvl** field is set to E (*elementary*). The other three fields may apply to all credit levels.

Core Crs	Select the code indicating the core course type.
ELA Wgt	<p>(English Language Arts weight) Type the percentage of the total language arts grade that the grade for the course represents.</p> <p>NOTE: If this field is blank or non-numeric, it will be calculated as 0.</p>
Auto Grd	<p>Type the default grade that should be assigned to students who have no grade recorded for the course, up to three characters. The field can be alpha or numeric.</p> <p>The grade will automatically display in TeacherPortal; it will not be necessary to run the Auto Assign Grades and Citizenship utility.</p>

Incl UIL Elig	<p>Select if the course is used in determining six-week eligibility for extracurricular activities. University Interscholastic League (UIL) rules allow some courses to be exempt in determining six-week eligibility.</p> <p>This field exists on the district-level course record (Maintenance > Master Schedule > District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section). If the campus section record has a value, that value is used. Otherwise, the district value is used.</p> <p>Both fields affect the Student Grades (UIL Eligibility) Report in TeacherPortal.</p>
Exam/Sem Pat	<p>Select the numeric code indicating when exam and semester grades are given, or leave blank.</p> <p>For exam/semester pattern 2, the AARs (SGR2047) do not consider the course sequence code.</p>

☐ Under **PEIMS**:

CTE Hrs	Type the number of Career and Technical Education (CTE) hours associated with the course (1-6). The hours are used by the Attendance application to compute CTE contact hours. Leave blank if this is not a CTE course.
Pop Srvd	<p>Select the code indicating the student population primarily targeted for the section.</p> <p>TWEDS Data Element: POPULATION-SERVED-CODE (E0747) (Code table C030)</p> <p>This field exists on the district-level course record (Maintenance > Master Schedule > District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section). If the campus section record has a value, that value is used. Otherwise, the district value is used.</p>
Instr Sett	click  to select the instructional setting used when providing instruction to the students in the section.
Class Type	<p>Select the code indicating if the section class type is regular or non-regular.</p> <p>Examples of non-regular class types are in-school suspension, school-community guidance center, alternative education school program for discipline, televised instruction, non-disciplinary alternative education, special education setting, or residential care and treatment facility.</p> <p>TWEDS Data Element: CLASS-TYPE-CODE (E1055) (Code table C179)</p>
Role ID	<p>Select the code indicating the capacity in which the instructor serves the students during the section. Only course sections with a role ID of 087 (i.e., <i>Teacher</i>) or 47 (i.e., <i>Substitute Teacher</i>) are included in the Classroom Link data.</p> <p>This field exists on the district-level course record (Maintenance > Master Schedule > District Schedule) and the campus section record (Maintenance > Master Schedule > Campus Schedule > Section). If the campus section record has a value, that value is used. Otherwise, the district value is used.</p>

**Crs
Seq**

The code is used when extracting course completion data for PEIMS and during end-of-course precoding.

In most cases, this field should be left blank.

The field should only be used if the course, or part of the course, is taught out of sequence such as a credit recovery or self-paced course (e.g., the second semester of English I is taught during the first semester).

Leave this field blank if the course is not taught out of sequence. The PEIMS Classroom Link extract will extract the proper course sequence code.

TWEDS Data Element: COURSE-SEQUENCE-CODE (E0948) (Code table: C135)

This field exists on the district-level course record ([Maintenance > Master Schedule > District Schedule](#)) and the campus section record ([Maintenance > Master Schedule > Campus Schedule > Section](#)). If the campus section record has a value, that value is used. Otherwise, the district value is used.

When the field is blank on both the campus and district records, the default values are used, which are based on the **Nbr Sem** field on the district course record, as follows:

- If **Nbr Sem** is 1, the default value for course sequence is 0 (i.e., one-semester course).
- If **Nbr Sem** is 2, the default value considers the student's course assignments. For example, if the student is taking a two-semester course, the default course sequence for the first semester of the course is 1 (i.e., first half of a two-semester course), and the default course sequence for the second semester of the course is 2 (i.e., second half of a two-semester course).
- For a four-semester course, if the exam/semester pattern is 2, this field must be set to 1 or blank. However, if the exam/semester pattern is not 2, this field must be set to 6 or blank.
-

An error message is displayed if you select a code that does not match the [course sequence code table](#).

The table shows the course sequence codes allowed when campus and district options are selected.

Campus Sem	District Nbr Sem	Crs Seq Cd Allowed
1	1	Any
2	1	Any
3	2	1, 3, 4, 6, 7, 8
4	1	Any
5	2	1, 3, 4, 6, 7, 8
6	2	1, 3, 4, 6, 7, 8
7	3	3, 6, and 7
8	1	Any
9	2	1, 3, 4, 6, 7, 8
A	2	1, 3, 4, 6, 7, 8
B	3	3, 6, and 7
C	2	1, 3, 4, 6, 7, 8
D	3	3, 6, and 7
E	3	3, 6, and 7
F	4	6

☐ Under **HR/GA:**

Honor Roll/Grade Averaging

HRoll Wgt	Type the number of times the course is counted in honor roll computation. Type 0 to exclude the course from honor roll computation.
HRoll Table	Select the code indicating the table used to convert the student's course grade in honor roll computations.
HRoll Code	Select the code indicating if this course's grades or students should be excluded from honor roll computations.
GA Table	<p>Select the course type table which will be used to adjust the student's grade for the course in grade averaging calculations. These course types are set up on Grade Reporting > Maintenance > Tables > Course Type.</p> <p>NOTE: The default value for a course is <i>R-Regular</i> when added to the district master schedule. If R is not the correct grade average table for the course, the field must be updated.</p> <p>This code is used in the grade averaging calculations, unless the student has a GA table code specified in his student record.</p> <p>IMPORTANT: If you change this field for a prior year, you must run the Historical Grade Averaging and Class Ranking utility, as this will affect student averages in prior years.</p>

GA Wgt Type the number of times the grade for the course is counted in grade averaging calculations.

If one course meets multiple periods, you may want to adjust the weight to the number of times the course meets.

Example:

If a student has seven one-period courses, his course factor is 7. If a student is in one course that meets three periods, and you enter the weight as 1, this student's course factor is 5. However, If you enter a weight of 3 for the three-period course, the student's course factor is 7.

Three-Period Course with Weight = 1		Three-Period Course with Weight = 3	
Math	70	Math	70
English	70	English	70
SS	70	SS	70
Science	70	Science	70
Ag Mech (3 hrs)	80	Ag Mech (3 hrs)	80
			80
			80
Total	360	Total	520
Total Divided by 5	360 / 5	Total Divided by 7	520 / 7
Grade Average:	72	Grade Average:	74.2857143

Type 0 to exclude the course from grade averaging.

NOTE: The weight can be used to exclude a course from grade averaging. If a course has zero weight, it is excluded. Many campuses exclude PE, Band, Athletics, Office Aide, etc. from grade averaging calculations.




IMPORTANT: If you change this field for a prior year, you must run the [Historical Grade Averaging and Class Ranking utility](#), as this will affect student averages in prior years.

☐ Click **Save**.

NOTE: For prior years, if you have made changes to the **Tot Credits**, **Credit Lvl**, **GA Table**, or **GA Wgt** fields, a warning message is displayed when you save advising you that changing the value will affect the student grade averaging and class ranking for that school year. Click **OK** to proceed.

IMPORTANT: You must run the [Historical Grade Averaging and Class Ranking utility](#), as these changes will affect student averages in prior years.

Other functions and features:

	<p>Edit a record. The data is displayed in fields below the grid allowing you to make changes.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid.</p>
	<p>Delete a course record.</p> <ol style="list-style-type: none"> 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. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). Courses cannot be deleted if they are selected by a campus, have section records, or are a part of a graduation plan that has students assigned to it.</p>
Stds-Based Crs Setup	<p>Assign standard sets to the course. Select a course and click the button to go to Maintenance > TeacherPortal Options > District > Stds-Based Crs Setup where you can assign standard-sets to a course that uses standards-based grading in TeacherPortal. Click Available Course to return.</p>

V. District Attendance Information

[Enter attendance posting codes.](#)

[Attendance > Maintenance > District > Posting Codes](#)

This page allows you to maintain a list of district-level attendance posting codes that are used at all campuses when a student is absent from school to indicate the reason for the student's absence.


Any changes or deletions to the table should be made before the start of the school year.

Existing attendance posting codes are displayed in order by posting code.

☐ Click **+Add**, or press ALT+1.

A blank row is added to the grid.

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.










Posting Code	Type the one-character code for the attendance posting that does not already exist in the table. This is the district-determined code that will be used to record attendance for the corresponding Absence Type . Code P is used to delete an absence that was posted in error. The Absence Type for code P must be P (<i>present</i>).
Description	Type a description for the code, up to 29 characters.
ADA Code	Select if the new code should be considered an absence when determining Average Daily Attendance (ADA). The field must be selected if Absence Type is A or U.
Prepost	Select if the code can be posted to the student record prior to the date of the absence. Preposting can be used when the school is aware of the absence in advance (e.g., for a field trip).
Absence Type	Type the one-character absence type code to be displayed on the report card. Or, click  to select the code . Absence Types are a pre-set list of available attendance/tardy types. The district can use the Posting Code field to specify a district code for each attendance type. The posting code table serves as a crosswalk allowing ASCENDER attendance reports to display the district codes for each absence/tardy type.

☐ Click **Save**.

☐ To update data for a posting code, type over the existing data and save.

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

Other functions and features:

	<p>Delete a row.</p> <ol style="list-style-type: none"> 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. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p>
Print	<p>Print district posting codes.</p> <p>Review the report using the following buttons:</p> <p>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.</p> <p>The report can be viewed and saved in various file formats.</p> <p>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.</p>

[Set attendance posting options for all campuses.](#)

[Attendance > Maintenance > Campus > Campus Options](#)

This page allows you to set current year campus attendance options by track, including minutes of instruction as mandated by HB 2610. If the campus has multiple campus calendars, you must establish a separate set of attendance options for each attendance track.

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**.

Once entered, the new track number will be listed in **Track** drop-down fields throughout ASCENDER.

Update data:

Track	<p>Select the attendance track. Only tracks established for the campus in the Attendance application are listed.</p> <p>If a description has been entered for the track on Maintenance > Campus > Campus Options, the description is also displayed in the drop-down list.</p>
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☐ Click **Retrieve**.

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

Description	<p>(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).</p> <p>This functionality is available starting with the 2018-2019 school year.</p>
Instructional Program Type	<p>(Required) Select the type of attendance program associated with this calendar.</p> <p>This field is not displayed prior to 2018-2019.</p> <p>Do not use 16 Additional Days School Year Program.</p> <p>When creating an ADSY Program attendance track, it is suggested to use ADSY Options (Additional Days School Year) (Attendance > Maintenance > Addtnl Days Program > ADSY Options). The ADSY Options track will automatically be recognized with the Instructional Program Type - Code 16.</p>
Grading Cycle Type	Select the breakdown of semesters and cycles for the campus.
AM/PM Flag	Indicate when the Average Daily Attendance (ADA) posting period occurs.

ADA Posting Period	<p>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.</p> <p>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.</p>
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	<p>Select the special programs offered at the campus. About Title I: Select Schoolwide Title I if the campus is a schoolwide Title I campus.</p> <p>Select Title I if the campus is a Title I targeted-assistance campus.</p> <ul style="list-style-type: none"> • 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 <i>not</i> 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. <p>NOTE: For a target-assisted campus, records are transferred for students with Title I Code 7, 8, 9, or A.</p> <p>For a campus that is neither schoolwide nor target-assisted, records are transferred for students with Title I Code 9 or A.</p>
Type Kindergarten	<p>Select the type of KG program offered at the campus. Leave blank if the campus does not offer a KG program.</p> <p>This field is used during ASDR to set ADA eligibility code.</p>
Optional Semester	<p>Select a semester to use as the default for the Semester field on Attendance > Maintenance > Student > Student Posting > By Individual.</p> <p>blank - No default semester is specified. The Semester field will default to blank.</p> <p>1 - Use semester 1.</p> <p>2 - Use semester 2.</p> <p>3 - Use semesters 1 and 2.</p> <p>H - Use the current semester, as determined by the system (i.e., current) date.</p>

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

For 2018-2019 school year and later, 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, or blank, the heading is **Calendar Instructional Minutes**.
- Prior to the 2018-2019 school year, **Instructional Program Type** is not available. The heading is **Calendar Minutes**.

Refer to the [TEA Student Attendance Accounting Handbook \(SAAH\)](#) for assistance.

Calendar Operational Minutes:

Daily Minutes	<p>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.</p> <p>This value is determined by the LEA. You must enter this value even if it is the same as the TEA requirement.</p> <p>TWEDS Data Element: SCHOOL-DAY-OPERATIONAL-MINUTES (E1571)</p>
Shortened Daily Minutes	<p>Type the number of minutes of instruction per day for the campus on a shortened school day.</p> <p>This value is determined by the LEA. You must enter this value even if it is the same as the TEA requirement.</p>

Calendar Instructional Minutes:

Daily Minutes	<p>Type the number of minutes of instruction per day, as required by the TEA.</p> <p>Refer to the TEA Student Attendance Accounting Handbook (SAAH) for TEA requirements and any applicable exceptions.</p>
Shortened Daily Minutes	<p>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.</p> <p>Refer to the TEA Student Attendance Accounting Handbook (SAAH) for TEA requirements and any applicable exceptions.</p>

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

NOTE: The first time you select the **Instructional Program Type** (i.e., change from blank to a valid value) the following occurs on the Campus Calendar page for Type 99 Waivers only:

- If the existing calendar waiver minutes are *more* than the new value for **Shortened Daily Minutes** entered on the Campus Options tab, the program will set the waiver minutes to the new value for **Shortened Daily Minutes**.
- If the existing calendar daily minutes are *more* than the new value for **Daily Minutes** entered on the Campus Options tab, the program will set the daily minutes to the new value for **Daily Minutes** on the Campus Options tab.

This only applies the first time **Instructional Program Type** is set. Once set, the normal edits apply.

☐ 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	Click +Add or press ALT+1 to add a code. A blank row is added to the Code grid.	
	Code	Type the one-character code to use for the pattern. For example, type A or B if you use A-Day and B-Day schedules.
		You must create a code for each pattern. For example, create code A and code B.
		Click to select a code for which to add a pattern. A row is added to the Pattern grid allowing you to add a pattern for that code.
		Delete the code if needed.
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 :	
	<ul style="list-style-type: none"> • 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**.

Delete a track:

☐ Click **Delete**.

A pop-up window opens which provides additional options.

NOTE: A track/calendar cannot be deleted if student enrollment records exist.

Delete Track	Select to delete both the track and the calendar. If selected, the Delete Calendar option is automatically selected (if a calendar exists) and disabled.
Delete Calendar	Select to delete only the calendar. The track will not be deleted. This option is only enabled if a calendar exists for the selected track.

☐ Click **Yes**.

A confirmation message is displayed.

The track and/or calendar are deleted. Click **OK**; it is not necessary to click **Save**.

Once deleted, the track number will no longer be listed in **Track** drop-down fields throughout ASCENDER.

[Set campus calendars.](#)

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

This page allows you to create a current year calendar for each attendance track at each campus.

The page accommodates minutes of instruction as mandated by HB 2610.

A calendar cannot be built unless the current year campus options are saved on [Maintenance > Campus > Campus Options](#).

Track:

Calendar Operational Minutes

Instructional Program Type:

Daily Minutes: Shortened Daily Minutes:

August 2021							September 2021							October 2021							November 2021						
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	7	1	2	3	4				1	2						1	2	3	4	5	6	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
														31													

Legend		Day Type Selection	

Rptng Period	Mem Days	Shrtnd Mem Waiver Days	Non Mem Waiver Days	Daily Mins (DM)	Waiver Mins (WM)
Cycle 1	40	0	0	16,800	0
Cycle 2	20	0	0	8,400	0
Cycle 3	33	0	0	13,860	0
Cycle 4	30	0	0	12,600	0
Cycle 5	24	0	0	10,080	0
Cycle 6	41	0	0	17,220	0
Total:	188	0	0	78,960	0

Yearly Total Mins(DM+WM): 78,960
Warning! Yearly Total Mins (DM+WM) must be at least 75,600 minutes.

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 > Campus Options](#), the description is also displayed in the drop-down list.

☐ Click **Retrieve**.

- If a calendar exists for the campus, track, and school year, the data is displayed.
- 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**.

Calendar Operational/Instructional Minutes	<p>(Display only) The fields display the data entered for the selected track on Maintenance > Campus > Campus Options.</p> <p>For 2018-2019 school year and later, the heading and specific fields displayed change according to the Instructional Program Type associated with the selected Track:</p> <ul style="list-style-type: none"> • If the selected track is associated with Instructional Program Type 01, 02, or 13-15, the heading is Calendar Operational Minutes. • If the selected track is associated with Instructional Program Type 04-12 or blank, the heading is Calendar Instructional Minutes. • Prior to the 2018-2019 school year, Instructional Program Type is not available. The heading is Calendar Minutes.
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The **Begin Month** and **End Month** are only displayed if you select a track that has campus options saved but no 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.












☐ Click a date on the calendar to select it.

The day is outlined in red. You can select multiple days.

(To unselect a date on the calendar, click the date again.)

LEGEND:

The legend has two sections:

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

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 for weather days, waivers, make-up days, etc. The lower section is only enabled for saved calendars.

Day Type Selection	<p>Click a Day Type for the selected date(s). Click the description of the day, not the colored square.</p> <p>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.</p> <p>If you clicked an incorrect type of day, click the date on the calendar again, and then click the correct Day Type.</p> <p>To change a date back to a regular membership day, click the date on the calendar again, and then click the Membership Day Type.</p>
---------------------------	--

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.

You cannot change a membership day to a non-membership day (e.g., holiday) if absences are reported for that date. To verify dates on which attendance has been posted, run [SAT1800 - Attendance Audit Report](#), which lists absences by date.

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. TWEDS Data Element: NUMBER-DAYS-TAUGHT (E0935)
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. 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: For the 2020-2021 school year, 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 Day

The Make-up Day type can be used any time a Saturday or holiday is used as a make-up date.

A make-up day *is* a membership day.

The selected date must be a Saturday or holiday.

☐ Select one or more dates (weekend or holiday) on the calendar, and click **Make-up Day**.

Type of Min	The field is set to Daily Minutes and cannot be modified.
Min	Type the number of minutes of instruction provided on the make-up date. This number cannot be less than the TEA minimum of 420.
Event	The field is set to <i>04: Make-up day</i> and cannot be modified.

☐ Click **OK**.

☐ Click **Save**.

The **Daily Mins (DM)** (cycle total) and **Yearly Total Mins** are automatically increased by the number of minutes entered.

Note that the date on the calendar is now shaded gray because it is a make-up day. The number is black because it is now a membership day.

Also, a membership day is added to the count in the **Mem Days** column for the cycle in which the selected date occurs.

NOTE: If you need to undo a make-up date, click the date, and then click **Weekend** to re-set the date to a regular weekend day.

Weather Day

A Weather day can be used when the school day is canceled or shortened due to inclement weather.

A weather day is *not* a membership day (whether or not there are any minutes).

☐ Select one or more dates on the calendar, and click **Weather Day**.

Type of Min	The field is set to Daily Minutes and cannot be modified.
Min	The field is set to <i>000</i> and cannot be changed, whether or not any minutes of instruction occurred that day.
Event	The field is set to <i>05: Weather day</i> and cannot be modified.

☐ Click **OK**.

☐ Click **Save**.

The **Daily Mins (DM)** (cycle total) and **Yearly Total Mins** are automatically decreased by the LEA's **Daily Minutes**. LEAs can use a waiver to cover the minutes lost.

Note that the date on the calendar is now shaded green because it is a weather day. The number is orange because it is now a holiday.

Also, a membership day is removed from the count in the **Mem Days** column for the cycle in which the selected date occurs.

Waiver Days

Waivers are used to get credit for minutes lost to legitimate school closures. For example, if a campus closes for an emergency, the campus cannot count the lost minutes of instruction, but the campus can get a waiver to make up for those lost minutes of instruction. 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.

Total waiver minutes cannot exceed 4200 minutes (or 2100 minutes for half-day PK campuses.)

Waivers cover the following situations:

Staff Development Waiver Day

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

NOTE: Effective as of the 2018-2019 school year:

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.

For the 2017-2018 school year, a staff development waiver day is not a membership day.

For the 2018-2019 school year and beyond, 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: <i>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).

Missed School Waiver Day

The Missed School Waiver Day is used for an all-day emergency closure for a reason other than weather, or on days where staff is present for a reason other than staff development, such as cleanup after a natural disaster. Missed School Waiver Days can be during the school year or before the school year begins. Missed School Waiver Days prior to the start of school are reported with Cycle 1.

A missed school waiver day is *not* a membership day.

☐ Select one or more dates on the calendar, and click **Waiver**.

Event	Select 02: <i>Missed School Waiver Day</i> .		
Type of Min	Waiver Minutes	The field is set to the Minimum Daily Minutes by default. Type over existing data with the number of waiver minutes on that date.	
	Daily Minutes	The field is set to 000 and cannot be changed.	

☐ 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 orange because it is now a holiday.

Also, a membership day is removed from the count in the **Mem Days** column for the cycle in which the selected date occurs.

Low Attendance Waiver Day

The Low Attendance Waiver Day is used if a majority of students are not present. Example: a large number of students stay home one day due to safety concerns.

A low attendance waiver day is *not* a membership day.

☐ Select one or more dates on the calendar, and click **Waiver**.

Event	Select 04: Low Attendance Waiver Day.	
Type of Min	Waiver Minutes	The field is set to the Daily Minutes by default. Type over existing data with the number of waiver minutes on that date.
	Daily Minutes	The field is set to the maximum minutes allowed by default. Type the number of minutes of instruction that will occur on this date.

☐ 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 orange because it is now a holiday.

Also, a membership day was removed from the count in the **Mem Days** column for the cycle in which the selected date occurs.

JJAEP School Day Waiver

The JJAEP is only available for campus-tracks where **Instructional Program Type** field on the [Campus Options](#) page is set to *13: Juvenile Justice Alternative Education Program (JJAEP) TEC 37.011 (f) (Rule #10200-0055)*.

A JJAEP waiver day is not a membership day.

☐ Select one or more dates on the calendar, and click **Waiver**.

Event	Select 05: JJAEP School Day Waiver issued by Texas Juvenile Justice Department (TJJD) NOTE: When Waiver Minutes are entered or modified for code 05, code 02 (<i>Missed School Waiver Day</i>) is saved in the database. When the the Education Organization Calendar interchange is created in ASCENDER State Reporting, code 02 will be extracted for E1582 SCHOOL-DAY-EVENT-CODE (XML code: TX-SchoolDayCode).		
Type of Min	Waiver Minutes	Type the number of waiver minutes needed. The number must be greater than 0.	
	Daily Minutes	This field is disabled for JJAEP waivers. The Attendance was taken field is not displayed.	

☐ Click **OK**.

☐ Click **Save**.

- The **Daily Mins (DM)** (cycle total) is decreased by the LEA's **Daily Minutes**.
- The **Waiver Mins (WM)** (cycle total) is increased by the number of waiver minutes.
- The **Yearly Total Mins** is decreased by (the LEA's **Daily Minutes** minus the number of waiver minutes).

Note that the date on the calendar is now shaded yellow because it is a waiver day. The number is orange because it is now a holiday.

Also, a membership day was removed from the count in the **Mem Days** column for the cycle in which the selected date occurs.

Other Waiver Day

The Other Waiver Day is used for any other attendance abnormality.

An Other waiver day may or may not be **a membership day**.

☐ Select one or more dates on the calendar, and click **Waiver**.

Event	Select 99: Other Waiver Day.		
Type of Min	NOTE: Effective for the 2018-2019 school year: Waiver Minutes for an Other Waiver Day must be greater than 0 (Rule 10200-0032).		
	Waiver Minutes	Type the number of minutes of instruction/operation that did <i>not</i> occur on this date.	
	Daily Minutes	Type the number of minutes of operation/instruction that occurred on this date. The value cannot be zero.	
		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 minutes entered.
- The **Waiver Mins (WM)** (cycle total) is increased by the number of waiver minutes entered (for half-day PK campus only).
- The **Yearly Total Mins** adjustment depends on the **Daily Minutes** selections.

ABOUT FIRST AND LAST DAY OF SCHOOL:

Effective for the 2018-2019 school year and later:

Staff Development Waiver *is allowed* on the first or last day of school, as long as there are some instructional minutes on that date.

JJAP Waiver is *not* allowed on the first or last day of school.

Effective for the 2017-2018 school year:

First day of school:

- Only 99: *Other Waiver Day* are valid options.
- If 99: *Other Waiver Day* is selected, you must select **Attendance was taken**.

Last day of school:

- Only 01: *Staff Development Day* and 99: *Other Waiver Day* are valid options. If 99: *Other Waiver Day* is selected, you must select **Attendance was taken**.


☐ Click **Save**.


IMPORTANT: Be sure to enter the cycle end dates for the track on [Grade Reporting > Maintenance > Tables > Campus Control Options > Parameters](#).


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.

VI. District Discipline Codes

[Enter offense codes.](#)

[Discipline > Maintenance > Tables > District Level > Offense Codes](#)

This tab allows you to create a list of offenses that a student may commit. When a student discipline record is created, an offense code must be included in the record to indicate the nature of the offense.

System codes are displayed at the top of the grid and cannot be changed or deleted. Scroll down to view existing **User Codes**.

☐ Click **+Add** to add an offense code.

A pop-up window opens.




Code	<p>Type a valid offense code.</p> <ul style="list-style-type: none"> Valid user codes are 0121-0199, 0221-0299, etc., and 1321-9998. Alphanumeric codes are not allowed. Codes cannot begin with 00. Codes ending in 00 are intended to be categories and will not display in TeacherPortal. You cannot use a code that is reserved for system codes.
PEIMS	<p>Select the equivalent PEIMS code for the offense code, if applicable.</p> <p>TWEDS Data Element: DISCIPLINARY-ACTION-REASON-CODE (E1006) (Code table: C165)</p>
Description	<p>Type the description of the code. A quotation mark (") is not a valid character. You can type up to 60 characters.</p>

☐ Click **OK** to close the window.


Include in TeacherPortal	<p>Select if you want the offense code to be available to instructors in TeacherPortal on the Discipline Referral page.</p> <ul style="list-style-type: none"> If selected, instructors can select the offense code when entering a discipline referral in TeacherPortal. If not selected, the code is not available for selection in TeacherPortal. This field must be selected for at least one code in order for discipline referrals to be available in TeacherPortal.
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☐ Click **Save**.


Other functions and features:


	<p>Edit a record.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid. Or, click Cancel to close the window without making changes.</p> <p>For the current year, you cannot edit an offense code that is used in a student discipline record.</p>
	<p>Delete a row.</p> <ol style="list-style-type: none"> 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. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>For the current year, you cannot delete an offense code that is used in a student discipline record.</p>

Print [Print system and user offense codes.](#)**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.

[Enter offense level codes.](#)

[Discipline > Maintenance > Tables > District Level > Offense Level](#)

This tab allows you to create a customized list of offense levels that indicate the extent of the discipline actions taken for an offense action, such as I, II, III or instructor, administrator, and central office intervention.

☐ Click **+Add** to add a level.











A pop-up window opens.

Code	Type a one-digit code to indicate the severity level of the offense. You cannot use a special character.
Description	Type the description of the code. A quotation mark (") is not a valid character. You can type up to 60 characters.

☐ Click **OK** to close the window.

☐ Click **Save**.

Other functions and features:

	<p>Edit a record.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid. Or, click Cancel to close the window without making changes.</p> <p>For the current year, you cannot edit an offense level that is used in a student discipline record.</p>
	<p>Delete a row.</p> <ol style="list-style-type: none"> 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. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>For the current year, you cannot delete an offense level that is used in a student discipline record.</p>
Print	<p>Print offense level codes.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>

[Enter action codes.](#)

[Discipline > Maintenance > Tables > District Level > Action Codes](#)

This tab allows you to create a list of actions taken by school officials in response to a student discipline offense. When a student discipline record is created or changed, an action code can be included in the record to indicate the steps taken by school officials.

System codes are displayed in the top grid and cannot be changed or deleted.

☐ In the **User Codes** (bottom) grid, click **+Add** to add an action code.




A pop-up window opens.

Action	Type a valid two-character action code. <ul style="list-style-type: none"> • Codes can begin with any letter after D. • You cannot use a code that is reserved for system codes.
PEIMS	Select the equivalent PEIMS code for the action code, if applicable.
Description	Type the description of the code. A quotation mark (") is not a valid character. You can type up to 60 characters.

☐ Click **OK** to close the window.


☐ Click **Save**.


Other functions and features:


	<p>Edit a record.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid. Or, click Cancel to close the window without making changes.</p> <p>For the current year, you cannot edit an action code that is used in a student discipline record.</p>
	<p>Delete a row.</p> <ol style="list-style-type: none"> 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. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>For the current year, you cannot delete an action code that is used in a student discipline record.</p>


Print [Print system and user action codes.](#)

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.

[Enter location codes.](#)

[Discipline > Maintenance > Tables > District Level > Location Codes](#)

This tab allows you to create a customized list of locations where discipline offenses may occur, and associate each location with a PEIMS location code.

☐ Click **+Add** to add a level.

A pop-up window opens.











Location	Type a code for the location, up to three characters.
Description	Type the description of the code. A quotation mark (") is not a valid character. You can type up to 25 characters.

☐ Click **OK** to close the window.

PEIMS Behavior Location Code	Select the corresponding PEIMS location code. The field is required for each location code. It provides a crosswalk for the Behavior Location Code in the PEIMS record for the Location of Incident field on Discipline > Maintenance > Student > Maintenance .
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☐ Click **Save**.

Other functions and features:

	<p>Edit a record.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid. Or, click Cancel to close the window without making changes.</p> <p>For the current year, you cannot edit a location that is used in a student discipline record.</p>
	<p>Delete a row.</p> <ol style="list-style-type: none"> 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. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>For the current year, you cannot delete a location that is used in a student discipline record.</p>
Print	<p>Print location codes.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>

[Enter Reported By codes.](#)

[Discipline > Maintenance > Tables > District Level > Reported By Group](#)

This tab allows you to create a list of categories of people who may report an incident, such as cafeteria employees or security officers. The entries in the table are included in the drop-down list of the **Reported by** field on [Discipline > Maintenance > Student > Maintenance](#).

☐ Click **+Add** to add a group.




A pop-up window opens.

ID	Type a unique code for the group, up to three characters. The ID cannot already exist on Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Instructor .
Description	Type the description of the code. A quotation mark (") is not a valid character. You can type up to 60 characters.

☐ Click **OK** to close the window.


☐ Click **Save**.


Other functions and features:


	<p>Edit a record.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid. Or, click Cancel to close the window without making changes.</p> <p>For the current year, you cannot edit a Reported By group that is used in a student discipline record.</p>
	<p>Delete a row.</p> <ol style="list-style-type: none"> 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. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>For the current year, you cannot delete a Reported By group that is used in a student discipline record.</p>


Print [Print location codes.](#)

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.

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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.

VII. District Health Codes

[Enter immunization codes.](#)

[Health > Maintenance > Tables > Immunization Type](#)

This tab allows you to maintain a list of district-defined immunization codes. Codes 1-69 are system codes that cannot be changed. Only codes 70-99 can be added or updated.

The data in the table populates the **Immunization Type** field on [Maintenance > Student Health > Immunization](#).

NOTE: ASCENDER follows the Texas Minimum State Vaccine Requirements.

User-defined immunization type codes are not used when calculating for state requirements.

Existing immunization type codes are listed in order by code. The system codes (1-69) are listed first, and user-defined codes (70-99) are listed next.

☐ Click **+Add** to add an immunization type.




A pop-up window opens.

Code	Type a two-digit code for the immunization type (70-99).
Description	Type the description for the code, up to 40 characters. NOTE: Only the first 35 characters of the description are included in the TREx Export file.

☐ Click **OK** to close the window.

The new immunization type is displayed in the grid.

☐ Click **Save**.

	<p>Edit a description.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid. Or, click Cancel to close the window without making changes.</p>
	<p>Delete a code.</p> <ol style="list-style-type: none"> 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. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>You cannot delete an immunization code that is used in a student record.</p>

[Enter medical condition codes.](#)

[Health > Maintenance > Tables > Medical Condition](#)

This tab allows you to maintain a list of district-defined medical condition codes. User-defined codes begin with UD; only user-defined codes can be added or updated. All other codes are system codes that cannot be changed.

The data in the table populates the **Medical Condition** field on [Maintenance > Student Health > Medical Condition](#).

Save

IMMUNIZATION TYPE
MEDICAL CONDITION

Delete	Edit	Code	Description	Level
		MDCON	Medication--Confidential	3
		MDHLT	Medication at Home--Long Term	2
		MDHST	Medication at Home--Short Term	2
		MDOTH	Medication Other	2
		MDPRN	Medication Taken as Needed	2
		MDSLT	Medication at School--Long Term	2
		MDSST	Medication at School--Short Term	2
		MPAAN	Aplastic Anemia	2
		MPABD	Abdominal Pain/Gastroenteritis	2
		MPABU	Abuse/Neglect	3
		MPACN	Acne	2
		MPADD	Attention Deficit Disorder/Hyperactivity	2
		MPAID	Acquired Immunodeficiency Syndrome	3
		MPALL	Allergy Anaphylaxis (Insect Stings)	1
		MPANM	Anemia	2
		MPANR	Anorexia Nervosa	2
		MPANX	Anxiety/School Phobia	2
		MPART	Arthritis	2
		MPAST	Asthma	1
		MPAUT	Autism	2
		MPBLD	Blood Disorder	2
		MPBRN	Bronchitis	2
		MPBUL	Bulimia	2

Existing medical condition codes are listed in order by code. The system codes are listed first, and user-defined codes are listed next.

☐ Click **+Add** to add a medical condition.




A pop-up window opens.

Code	Type the five-character code for the medical condition. The code must begin with UD followed by three characters (e.g., UDABC).
Description	Type a description for the code, up to 80 characters.
level	Select the security level for the medical condition. The more confidential the condition, the higher the security level. For example, select Level 3 for a highly confidential condition.

☐ Click **OK** to close the window.

The new medical condition is displayed in the grid.

☐ Click **Save**.

	<p>Edit a description.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid. Or, click Cancel to close the window without making changes.</p>
	<p>Delete a code.</p> <ol style="list-style-type: none"> 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. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>You cannot delete an immunization code that is used in a student record.</p>

VIII. District TeacherPortal Settings

[Enter district TeacherPortal options.](#)

[Grade Reporting > Maintenance > TeacherPortal Options > District > Options](#)

This tab allows you to set district-wide options for TeacherPortal.

TeacherPortal Use Flag	Use the field to enable or disable TeacherPortal for all campuses. When this field is set to <i>disabled</i> , a message is displayed on the TeacherPortal Login page indicating that TeacherPortal is unavailable, and the logon fields are not displayed.
Photo URL	Type the web address at which student photographs are stored. The TeacherPortal application uses the location to allow instructors to view student photographs in TeacherPortal on the Student Information page. The picture files should be named using the six-digit student ID number with a .jpg file extension. The files should be stored on the web server in a specific folder. The URL path is case sensitive.
District-wide Message	Using the text editor, type a district-wide message to be displayed on the TeacherPortal Announcements page. The Announcements page is the first page the instructor sees after he successfully logs on to TeacherPortal.

☐ Click **Save**.

[Enter hint questions for TeacherPortal password recovery.](#)

[Grade Reporting > Maintenance > TeacherPortal Options > District > Hint Questions](#)

This tab allows you to create questions that are used in TeacherPortal for password recovery. When an instructor registers as a new user in the TeacherPortal application, he must provide answers to three of these questions. If the instructor needs to reset his password, he is asked one of the three questions to verify his identity.

If questions already exist, they are displayed. If no questions exist, a blank row is displayed.

- Type one question per row.
- You must add at least three hint questions. It is recommended that you add several questions to provide instructors with many choices.
- Duplicate questions are not allowed.


☐ Click **+Add** to add another question.

A blank row is added to the grid.

☐ Click **Save**.



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).

[Set up TeacherPortal administrative users.](#)



[Grade Reporting > Maintenance > TeacherPortal Options > District > Administrative Users](#)

This tab is used to set up administrative users who can view or modify instructor grade book data at any campus. You can also set up multi-campus users who can access multiple campuses

as an administrator, but do not have access to all campuses in the district.

A list of TeacherPortal administrative users is displayed. The list [can be re-sorted](#).

You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.


A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending  or descending  order.

Search By Name	To locate a specific user, begin typing the user's last name. As you begin typing, a drop-down list displays users whose name matches the characters you have typed. The drop-down list also displays the user ID. Select the user.
-----------------------	---

☐ Click **+Add** to add an administrative user.

The fields below the grid are enabled.

Multi Campus User	<p>Select only if the user is <u>not</u> a district-level user. The field should only be selected for a campus-level user who needs administrative access to multiple campuses.</p> <p>When a multi-campus user logs on to TeacherPortal, he will be prompted to select a campus from list of campuses he has been given access to.</p> <p>When a multi-campus user logs on to ASCENDER ParentPortal Admin, he will be able to impersonate only users at the campuses he has been given access to. Multi-campus users will have access to limited statistics are displayed on ASCENDER ParentPortal Admin > Admin Settings > Site Statistics.</p> <p>When you select the field, a campus grid is displayed allowing you to select the campuses and levels of access for the user at each campus.</p>		
	<table border="1"> <tr> <td data-bbox="339 595 491 622">Access</td><td data-bbox="499 595 1481 629">Select for each campus you want to grant the user access to.</td></tr> </table>	Access	Select for each campus you want to grant the user access to.
Access	Select for each campus you want to grant the user access to.		
	<table border="1"> <tr> <td data-bbox="339 640 491 696">Type of User</td><td data-bbox="499 640 1481 1126"> <p>Select the access level the user will have in TeacherPortal.</p> <ul style="list-style-type: none"> • <i>Read Only</i> - Allow inquiry-only access to all accounts. The user can view data for any instructor in order to verify information. • <i>Maintenance</i> - Allow administrative access to all user accounts. The user can change grades, post attendance, and make other changes for any instructor at a campus. • <i>Discipline Only</i> - Allow access to the Discipline Referral page only. No other TeacherPortal pages will be accessible. IMPORTANT: The Allow Discipline Referrals field must be selected for the campus on Maintenance > TeacherPortal Options > Campus > Options; otherwise, the campus will not be accessible to the user when she logs on to TeacherPortal. </td></tr> </table>	Type of User	<p>Select the access level the user will have in TeacherPortal.</p> <ul style="list-style-type: none"> • <i>Read Only</i> - Allow inquiry-only access to all accounts. The user can view data for any instructor in order to verify information. • <i>Maintenance</i> - Allow administrative access to all user accounts. The user can change grades, post attendance, and make other changes for any instructor at a campus. • <i>Discipline Only</i> - Allow access to the Discipline Referral page only. No other TeacherPortal pages will be accessible. IMPORTANT: The Allow Discipline Referrals field must be selected for the campus on Maintenance > TeacherPortal Options > Campus > Options; otherwise, the campus will not be accessible to the user when she logs on to TeacherPortal.
Type of User	<p>Select the access level the user will have in TeacherPortal.</p> <ul style="list-style-type: none"> • <i>Read Only</i> - Allow inquiry-only access to all accounts. The user can view data for any instructor in order to verify information. • <i>Maintenance</i> - Allow administrative access to all user accounts. The user can change grades, post attendance, and make other changes for any instructor at a campus. • <i>Discipline Only</i> - Allow access to the Discipline Referral page only. No other TeacherPortal pages will be accessible. IMPORTANT: The Allow Discipline Referrals field must be selected for the campus on Maintenance > TeacherPortal Options > Campus > Options; otherwise, the campus will not be accessible to the user when she logs on to TeacherPortal. 		
	<p>When you click Save, note that the Campus Access column in the grid will display the number of campuses the user has access to.</p> <p>WARNING: If you clear the Multi Campus User field for a user, he will be given district-wide access.</p>		
Run Group Report	<p>Select to give the user access to the student groups reports in TeacherPortal. If selected, the Special Programs field is displayed on the Student Grades Report Selection page in TeacherPortal allowing him to produce the report for a selected group of students, including students in local programs.</p>		
Name	<p>For existing records, the employee's full name is displayed.</p>		
User Name	<p>Type the employee's user name.</p> <p>The user name must meet the following criteria:</p> <p>Unique in the district. 6-8 alphanumeric characters</p> <p>It is not case-sensitive.</p> <p>For security reasons, the user name is only displayed below the grid so that only one user name is visible at a time.</p>		




Staff ID	<p>Type the employee's social security number or employee number, depending on the district's setting for Student Applications Staff ID on Registration > Maintenance > District Profile > District Maintenance > Control Info.</p> <p>If the employee number is used at the district, you can click  to select a principal/counselor or instructor.</p> <p>The administrative user must have a record in the campus principal/counselor table, the campus instructor table, or the employee demographic table (employee or non-employee). The user's information is verified against the data in one of the tables.</p> <p>NOTE: A staff ID can be set up as a district administrator or a campus administrator, but not both. However, the same staff ID with a unique user ID can also be used for creating an instructor login.</p> <p>The Status field is displayed in place of the Staff ID field (below the grid) once the record is saved, and it is set to <i>Reset</i> by default. Click the Change Status button to change the status. The options are as follows:</p> <p><i>Inactive</i> - Prevent a user from logging on to TeacherPortal.</p> <p><i>Reset</i> - Reset a user's account allowing him to register using the New User link on the TeacherPortal Login page.</p>
Type of User	<p>Select the access level the user will have in TeacherPortal. This field only applies to district-level users; the field is disabled if Multi Campus User is selected.</p> <p><i>Read Only</i> - Allow inquiry-only access to all accounts. The user can view data for any instructor in order to verify information.</p> <p><i>Maintenance</i> - Allow administrative access to all user accounts. The user can change grades, post attendance, and make other changes for any instructor at a campus. An administrative user cannot make changes to an instructor's profile.</p> <p>The <i>Discipline-only</i> option is only available for campus-level TeacherPortal administrators.</p>

☐ Click **Save**.

You are prompted to confirm that you want to add the new user. Click **Yes**.

In the grid, the following fields are displayed:

Date Grades Updated	The date on which the user last updated grades in TeacherPortal is displayed.
Password Expires	The date on which the user's password will expire is displayed. It is calculated using the district password expiration option and the date on which the user's password was created or reset.
Password Last Changed	The date on which the user last updated his password is displayed.

	<p>Edit a record.</p> <p>Update the fields as needed, click OK, and then click Save. The changes are displayed in the grid. Or, click Cancel to close the window without making changes.</p>
	<p>Delete a row.</p> <ol style="list-style-type: none"> 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. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>A row can only be deleted if the user has no attendance, grade, or assignment records.</p>

Enter standards-based grading options (optional).

- Enter standards-based conversion tables.

[Grade Reporting > Maintenance > TeacherPortal Options > District > Stds-Based Conv Tbl](#)

This tab allows you to create and maintain district-wide conversion tables to be used for standards-based grading in TeacherPortal.

☐ Retrieve an existing table:

Table	<p><input type="checkbox"/> Begin typing all or part of a conversion table name. As you begin typing the table name, a drop-down list displays the tables with the name that begin with the characters you have typed. Select the table.</p> <p>Leave blank to retrieve all existing conversion tables.</p> <p><input type="checkbox"/> Click Retrieve. A list of existing conversion tables are displayed in the left grid. <input type="checkbox"/> Click the table you want to update, and the details for the selected table are displayed in the right grid. Table names displayed in bold, italic type indicate that the table is assigned to a campus (Standards-Based Grading Conversion Tbl field on Maintenance > TeacherPortal Options > Campus > Options).</p>
--------------	---

☐ In the left grid, click **+Add** to add a new table.

A blank row is added to the grid.

Table	Type the name of the conversion table.
Low-Point	(Required) Type the one-digit From range.
High-Point	(Required) Type the one-digit To range. The high point value must be greater than the low point value.

☐ After you create a table, click **+Add** in the right grid to add data to the table.

A blank row added to the grid.

☐ Or, click **+Add 10** to add ten blank rows.



Points	Type the point's value to convert.
Conversion Grade	Type the grade equivalent for the points.

The conversion table (right grid) must contain values within the range of the **Low-** and **High-Point** fields.

The points and conversion grades should be entered in descending order. The low and high point values must correspond to the low and high conversion grade values. For example, if the table has a point range of 1-3 with conversion grades of 80, 90, and 100, then based on this information the following is correct:

- The highest point value of 3 will correspond to the highest conversion grade of 100.
- The middle point value of 2 will correspond to the middle conversion grade of 90.
- The lowest point value of 1 will correspond to the lowest conversion grade of 80.


☐ Click **Save**.


	<p>Delete a row.</p> <ol style="list-style-type: none"> 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. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). The record cannot be deleted if it has corresponding points and conversion values or if the table is assigned to a campus. The corresponding points and conversion values must be deleted prior to deleting the record.</p>
---	--


Print [Print the conversion table.](#)

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.

- [Enter standards-based grading standards.](#)

[Grade Reporting > Maintenance > TeacherPortal Options > District > Stds-Based Grd Standards](#)

This tab allows you to maintain district-wide standard sets (comprised of individual standards) to be used for the standards-based grading concept in TeacherPortal.

NOTE: Standards can only be updated if they are not being used in TeacherPortal.

☐ Retrieve an existing standard set:

Standard-set	<p><input type="checkbox"/> Begin typing the standard set name. As you begin typing, the drop-down list displays the existing standard sets that begin with the characters you typed.</p> <p>To retrieve all standard sets, leave the field blank.</p> <p><input type="checkbox"/> Click Retrieve. A list of existing standard sets is displayed in the left grid.</p> <ul style="list-style-type: none"> Standards sets displayed in bold, italic type indicate that the standard set is assigned to a course in TeacherPortal. <p>If there are multiple pages, page through the list.</p> <p><input type="checkbox"/> Click the standard set you want to update, and the individual standards for that set are displayed in the right grid.</p>
---------------------	---

- ☐ In the left grid, click **+Add** to add a new standard set.

A blank row is added to the grid.

Standard-set (left grid)	Type the name of the standard set, up to 50 characters.
---------------------------------	---

- ☐ Click **Save**.

The standard set must be saved before you can add standards.



- ☐ In the left grid, click the standard set you want to update.
- ☐ In the right grid, click **+Add** to add individual standards to the set.

A blank row is added to the right grid.

- ☐ Or, click **+Add 10** to add ten blank rows to the grid.


Standards (right grid)	Type the standard name, up to 50 characters.
-------------------------------	--


- ☐ Click **Save**.


	<p>Delete a row.</p> <ol style="list-style-type: none">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. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> <p>A standard set cannot be deleted if it is assigned to a course in TeacherPortal. If the set has standards, you must first delete the individual standards.</p>
---	---


Print [Print the standard set chart.](#)

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.

- [Set up standards-based courses.](#)

[Grade Reporting > Maintenance > TeacherPortal Options > District > Stds-Based Crs Setup](#)

This tab allows you to assign standard-sets to courses for use in the standards-based grading concept in TeacherPortal. Once the standards-based course setup on this page is complete, the assessment type property in TeacherPortal must be set in order use the standards-based grading concept. This setting is performed at the course-section level on **TeacherPortal Admin > Admin Standards-Based Courses**.

search drop-down	Select the field by which you want to search for courses.
search	<p>Begin typing the search phrase. As you begin typing, the drop-down list displays the courses that begin with the characters or numbers you typed. For example, if you select <i>Course Title</i>, type 'eng' to retrieve all courses with a title that start with Eng.</p> <p>For <i>Course Number</i>, you must include leading zeros.</p> <p>To retrieve all courses, leave the field blank.</p>

☐ Click **Retrieve**.

A list of courses that meet the specified criteria is displayed.

- Courses displayed in bold, italic type indicate that the course already has a standard set assigned.
- If there are multiple pages, [page through the list](#).










- ☐ In the left grid, click the course you want to add standard sets to.
- ☐ In the right grid, click **+Add** to add a standard set for the course.

A blank row is inserted in the right grid.

- ☐ Or, click **+Add 10** to add ten blank rows to the grid.

Name	Begin typing the standard set name. As you begin typing , the drop-down list displays the standard sets that begin with the characters you have typed. These standard sets are maintained on Maintenance > TeacherPortal Options > District > Stds-Based Grd Standards . Select the standard set you want to add to the course.
-------------	--

- ☐ Click **Save**.

	<p>Delete a row.</p> <ol style="list-style-type: none"> 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. Click Save. You are prompted to confirm that you want to delete the row. Click Yes to continue. Otherwise, click No. <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). A standard set cannot be deleted from a course if any other course-section is using its standards for an assignment in TeacherPortal.</p>
Print	<p>Print the the selected course and its standard sets.</p> <p>Review the report using the following buttons:</p> <p>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.</p> <p>The report can be viewed and saved in various file formats.</p> <p>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.</p>
Available Course	Go to Maintenance > Master Schedule > District Schedule .

Enter reading levels (optional).

[Grade Reporting](#) > [Maintenance](#) > [TeacherPortal Options](#) > [District](#) > [Reading Levels](#)

This tab allows you to create a list of district-defined reading levels. Instructors can select a reading level on the Cycle Grades page in TeacherPortal in order to set custom reading levels for students in elementary English language arts courses (i.e., courses that have an ELLA or ENGL service ID type).

If reading level data already exists, the data is displayed.

☐ If no levels exist, a blank row is displayed. Otherwise, click **+Add** to add a blank row.

Code	Type a one-character reading level code.
Description	Type a description of the reading level code, up to 30 characters.


☐ To edit a description, type over the existing data.

You cannot edit a reading level code that is being used in TeacherPortal, but you can edit the description.

☐ Click **Save**.



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).



Back Cover