



**Update data:**



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**Registration > Maintenance > Student Enrollment**

DEMO1	DEMO2	DEMO3	GRADUATION	AT RISK	CONTACT	W/R ENROLL	SPEC ED	G/T	BIL/ESL	TITLE I	PRS	LOCAL PROGRAMS
Local Programs for TEA												
Delete	Campus	Entry Date	Exit Date	Reason	Local Program	TEA Code	Code 1	Code 2	Code 3	Code 4		
	001	08-04-2022	--		ADP			03				
											Add	
Other Local Programs												
Delete	Campus	Entry Date	Exit Date	Reason	Local Program	Code 1	Code 2	Code 3	Code 4			
	001	08-10-2022	--		DYS	N	N	Y				
											Add	

**Update data:**

The student's existing local program entry/withdrawal/reentry records are displayed.

Click **+ Add** to add a record.

A blank row is added to the grid.

Enter a program date in the **Entry Date** field.

Enter *ADP* in the **Local Program** field or select it from the drop-down menu.

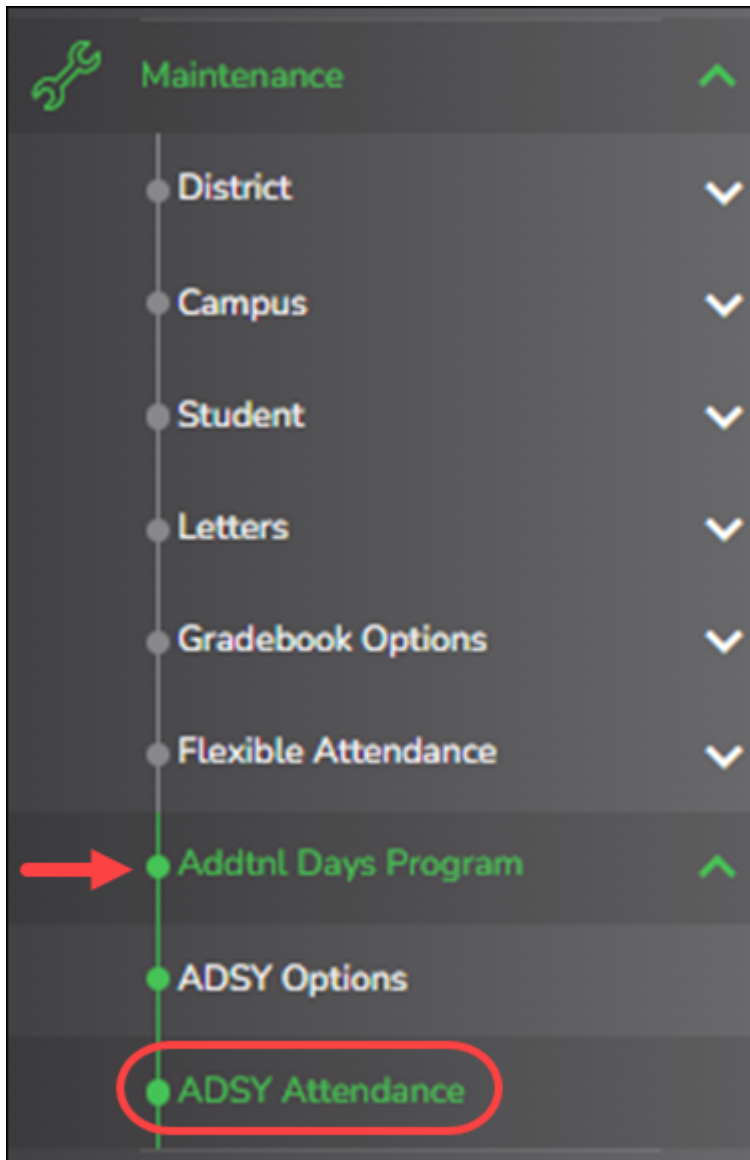
Enter a 2-digit code in the **Code 2** field.

**NOTE:** The 2-digit code should match the 2-digit ADP track number in order for the student to be displayed on the ADSY Attendance.

- This field is required for the Additional Days School Year Program.
- The number in this field must be two digits.

Click **Save**.

**Attendance > Maintenance > Addtnl Days Program > ADSY Attendance**



This section allows you to retrieve students who are enrolled in the Additional Days Program.

All students in the group must be absent on the same date and enrolled in the same local program, but they may be on different attendance tracks. You can also overwrite existing posted attendance (an Overwrite Warning pop-up window will be displayed).

**NOTE:** Students are enrolled in a local program on [Registration > Maintenance > Student Enrollment > Local Programs](#). The Program Title must be Additional Days Program in order for the students to retrieve the proper local program code.

During the setup process on [Registration > Maintenance > District Profile > Local Program Codes](#), the **Program Title** must be *Additional Days Program* in order for the screen to retrieve the proper local program code.

For Extended School Year Reporting purposes, this local program must be designated for Additional

## Days School Year in State Reporting &gt; Options.

Save Reset Print Last Save

Date: 09-17-2021 Local Program: ADP ADDITIONAL DAYS PROGRAM Retrieve

Code:  ←

Track 06

Select	<u>Student ID</u>	<u>Name</u>	<u>Grade</u>	<u>Schedule</u>
<input type="checkbox"/>	004474	ADAMS, BRADLEY P	03	
<input type="checkbox"/>	004180	ALEMAN, COLLIN W	02	
<input type="checkbox"/>	004224	ARNOLD, SHAYLYNN P	01	
<input type="checkbox"/>	004264	BAILEY, ADDISON S	KG	
<input type="checkbox"/>	004317	BAILEY, LANE S	01	
<input type="checkbox"/>	004273	BARRINGTON, ALLYSON M	01	
<input type="checkbox"/>	004288	BLANKENSHIP, BRYCE N	KG	
<input type="checkbox"/>	003837	BRAVO, GENESIS A	03	
<input type="checkbox"/>	004007	BUTLER, TYLER D	03	

Rows: 9

First 1: ADAMS - BUTLER / 1 Last

**To Retrieve a Student:**

- Select a date from the **Date** drop-down menu. Click **Retrieve**.

Save Reset Print Last Save

Date: 09-17-2021 Local Program: ADP ADDITIONAL DAYS PROGRAM Retrieve

↓

A list of students enrolled in the selected local program on the specified date is displayed. Grade level is also displayed.

- You can re-sort the grid by clicking an underlined column heading.
- If there are multiple pages, [page through the list](#).

**NOTE:** Students are grouped by track. By default, the lowest track is expanded to display students on that track. Click other tracks to expand/hide the list of students.

Save    Reset    Print Last Save

Date: 09-23-2021    Local Program: ADP ADDITIONAL DAYS PROGRAM    Retrieve

Code:

▼ Track 09

Select	Student ID	Name	Grade	Schedule
<input type="checkbox"/>	004474	ADAMS, BRADLEY P	03	
<input type="checkbox"/>	004180	ALEMAN, COLLIN W	02	
<input type="checkbox"/>	004224	ARNOLD, SHAYLYNN P	01	
<input type="checkbox"/>	004264	BAILEY, ADDISON S	KG	
<input type="checkbox"/>	004317	BAILEY, LANE S	01	
<input type="checkbox"/>	004273	BARRINGTON, ALLYSON M	01	
<input type="checkbox"/>	004288	BLANKENSHIP, BRYCE N	KG	
<input type="checkbox"/>	003837	BRAVO, GENESIS A	03	
<input type="checkbox"/>	004007	BUTLER, TYLER D	03	

Enter an attendance code in the **Code** field or use the ellipsis to choose a posting code from the drop-down list.

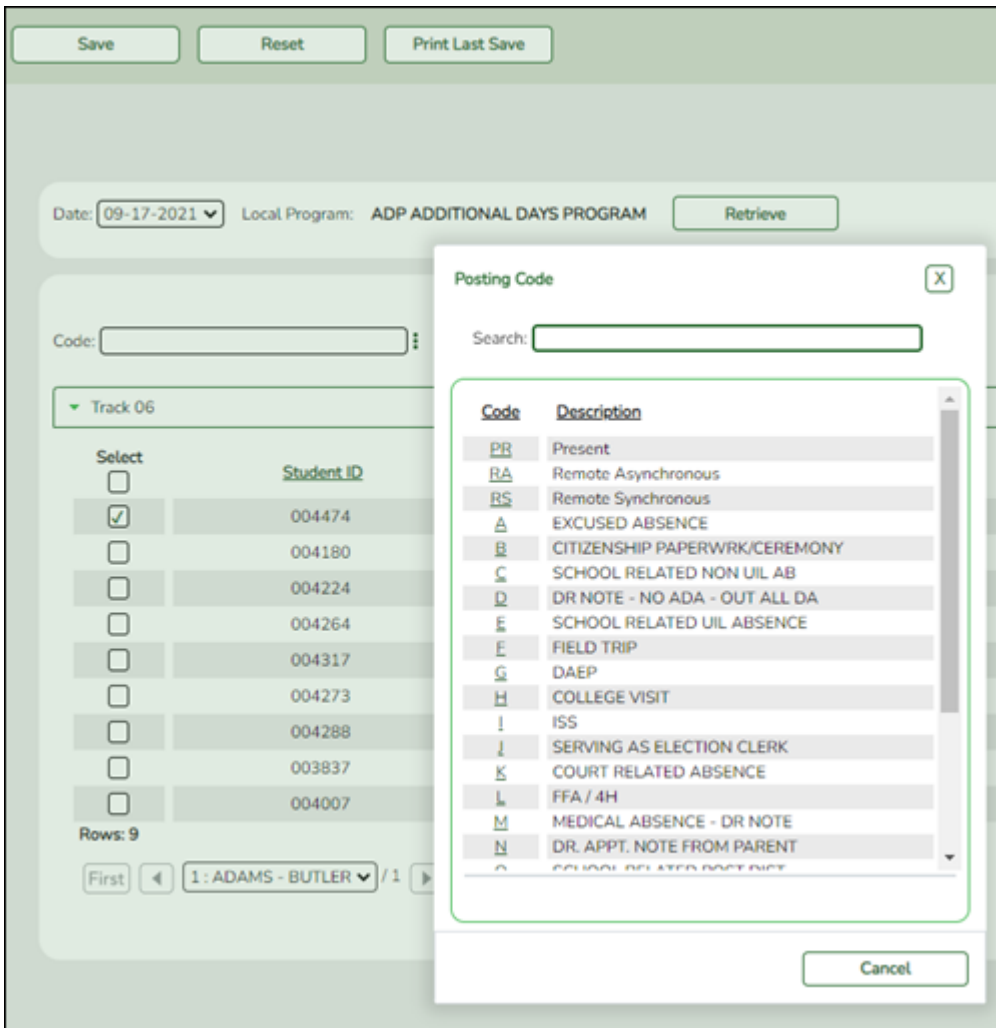
Save    Reset    Print Last Save

Date: 09-17-2021    Local Program: ADP ADDITIONAL DAYS PROGRAM    Retrieve

Code: **A EXCUSED ABSENCE**

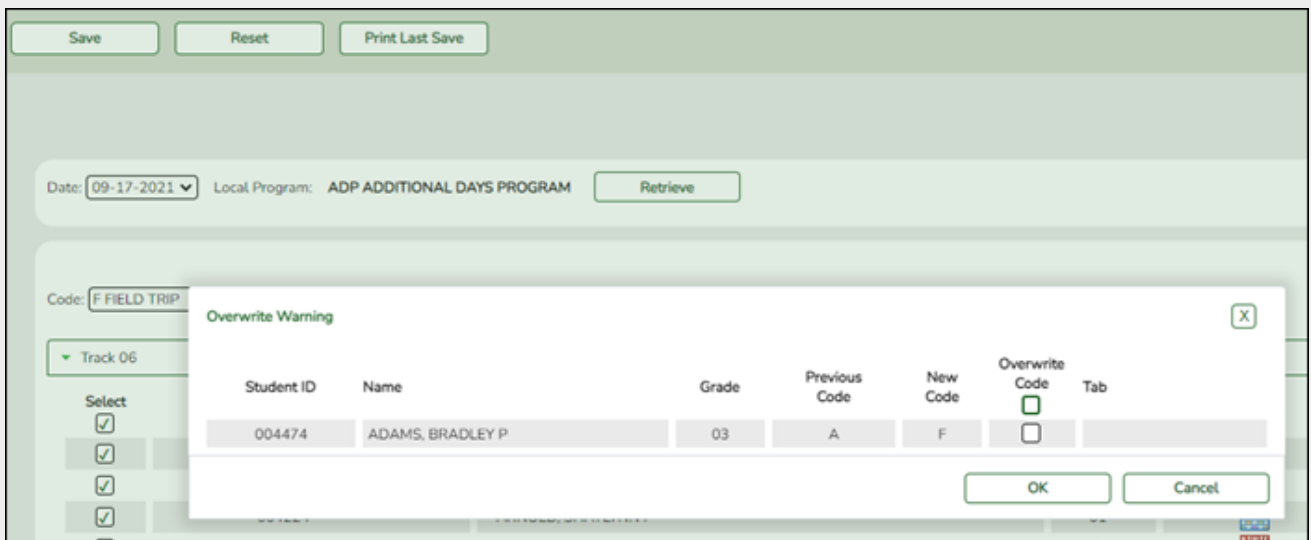
▼ Track 06

Select	Student ID	Name	Grade	Schedule
<input checked="" type="checkbox"/>	004474	ADAMS, BRADLEY P	03	
<input type="checkbox"/>	004180	ALEMAN, COLLIN W	02	
<input type="checkbox"/>	004224	ARNOLD, SHAYLYNN P	01	



Click **Save**.

If attendance was previously posted for the same student, date, and period, a pop-up window opens when you save prompting to confirm that you want to overwrite the previous data:



The grid displays the previously posted code and the new code for each period, as well as the tab on which the new code was posted, for the date specified on the main page.

<b>Overwrite Code</b>	For each row, indicate if you want to overwrite the existing posting code for the student, date, and selected period(s). If there are multiple rows, you can select the check box in the heading to overwrite the code for all rows.  If <i>not</i> selected, the original code will remain.
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Click **OK**.

The changes are saved.

<b>Reset</b>	Clear unsaved changes and start over. The settings of the selection criteria fields will be retained.
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**Print Last Save**

A pop-up window opens which displays a list of the last 10 times attendance was posted from any attendance posting tab, including the user ID of staff who posted attendance, and the date-time stamp indicating when the attendance was posted. The list is retained even if you exit the page or application.



The posted attendance for each save can be viewed and saved as a PDF. Click **View** to open the report.

The report opens in a new window and includes the student ID, name, grade level, absence/tardy date, period, course (if applicable), district posting code and description.

The report heading indicates the tab on which attendance was posted. If multiple tabs were used in one save, the report includes a separate page for each tab.



Click **Exit** to close the report window.



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