




# attendance\_copy\_calendar\_from



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Select the campus-track *from* which to copy data:

<b>Campus</b>	Select the campus from which you want to copy the calendar.
<b>Track</b>	<p>Select the attendance track from which you want to copy the calendar. Only tracks that have calendars are listed.</p> <p>If a description has been entered for the track on <a href="#">Maintenance &gt; Campus &gt; Campus Options</a>, the description is also displayed in the drop-down list.</p> <p>Any tracks that have the <b>Instructional Program Type</b> field on the Campus Options page set to <i>13: Juvenile Justice Alternative Education Program (JJAEP) TEC 37.011 (f)</i> are not listed.</p>
<b>Description</b>	<p>The description of the selected track is displayed if it has been entered on <a href="#">Maintenance &gt; Campus &gt; Campus Options</a>.</p> <p>You can add or update the description that will be copied to the <b>To Campus Tracks</b>. Type a description of the track, up to 50 characters.</p> <p><b>NOTE:</b> Changing the description here does NOT change the description at the <b>From Campus Track</b>.</p> <p>If you changed the description and wish to reset it to the original description, click .</p> <p>This functionality is available starting with the 2018-2019 school year.</p>

Cycle information is displayed for the selected campus-track:

<b>Begin Dt</b>	The first date of each cycle is displayed.
<b>Mem Days</b>	The number of membership days in each cycle is displayed.
<b>Total Daily Min (DM)</b>	The total number of minutes of instruction for the cycle is displayed.
<b>Total Waiver Min (DM)</b>	The total number of waiver minutes in the cycle is displayed.
<b>Total (yearly)</b>	The yearly total for each field is displayed.

Campus Options for the **From Campus Track** are displayed for your reference. The information is maintained on [Maintenance > Campus > Campus Options](#) unless otherwise indicated.

When you double click any value in that grid, all fields in that grid are enabled, allowing you to change what is copied to the **To Campus Tracks**.

**NOTE:** Changing the value here does NOT change the value at the **From Campus Track**.

Before copying to the **To Campus Tracks**, update the values as needed:

<b>Instr Pgm Type</b>	The type of attendance program associated with this calendar is displayed. This field is not displayed prior to 2018-2019.	
<b>Grading Cycle Type</b>	The grading cycle type is displayed.	
<b>Last Day of School</b>	The last day of school for the selected campus-track are displayed as entered on <a href="#">Maintenance &gt; Campus &gt; Campus Calendar</a> .	
<b>AM/PM or Both</b>	The field indicates if ADA attendance is posted in the morning or afternoon.	
<b>ADA Posting Prd</b>	The field indicates the period when ADA attendance is posted.	
<b>First/Last Prd Nbr</b>	The first and last periods of the school day for which attendance is recorded are displayed.	
<b>Nbr of Prds</b>	The calculated total number of periods is displayed according to the <b>First/Last Prd Nbr</b> fields.	
<b>Special Programs</b>	The special programs offered at the campus are selected.	
<b>Type KG</b>	The type of KG program offered at the campus is displayed. The field is blank if a KG program is not offered.	
<b>Optional Semester</b>	The default semester for posting attendance by student is displayed.	
<b>Calendar Instructional/Operational Minutes</b>	For 2018-2019 school year and later, the heading and fields displayed change according to the <b>Instr Pgm Type</b> associated with the selected <b>Track</b> :	
	<ul style="list-style-type: none"> <li>• If the selected track is associated with <b>Instr Pgm Type</b> 01, 02, 03, or 13-15, the heading is <b>Calendar Operational Minutes</b>.</li> <li>• If the selected track is associated with <b>Instr Pgm Type</b> 04-12 or blank, the heading is <b>Calendar Instructional Minutes</b>.</li> <li>• Prior to the 2018-2019 school year, <b>Instr Pgm Type</b> is not available. The heading is <b>Calendar Minutes</b>.</li> </ul>	
	<b>Daily Mins</b>	The daily minutes is displayed.
<b>Shortened Daily Mins</b>	The shortened daily minutes is displayed.	

**NOTE:** Press ESC to return to the display-only view of these Campus Option fields.



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