


# Local Program Codes

# Table of Contents

**Local Program Codes** ..... 1

# Local 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.

## Update data:

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** | Indicating how Annual Student Data Rollover (ASDR) handles local programs for the district.<br><br>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.<br><br>Y - Allow the program to be moved to next year. |
| **Local Program to TEA PEIMS Codes** | Select the local program code. |

❑ 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.<br>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.<br><br>2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.<br><br>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved). |
| **Print Local Programs by Campus** | Print the Local Programs by Campus Next Year Status report.<br>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.<br><br>The status is determined by the campus or district options:<br><br>• 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.<br><br>• 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.<br><br>**Review the report using the following buttons**:<br><br>Click  to go to the first page of the report.<br>Click  to go back one page.<br>Click  to go forward one page.<br>Click  to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click  to save and print the report in PDF format.<br>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.<br>Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

# Back Cover