



## ASCENDER GUIDES



# Basic Attendance (Summer)



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Update data for the *BasicReportingPeriodAttendanceExtension* complex type as needed.

The *BasicReportingPeriodAttendanceExtension* complex represents the recording of a student's regular reporting period attendance.

## Modify a record:

Select a student

To retrieve a student's records, select the student in one of the following ways:

<b>Stu ID</b>	Begin typing the student ID. As you begin typing the student ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student.
<b>Stu Name</b>	Begin typing the student's name in one of the following formats: <ul style="list-style-type: none"> <li>• Last name, comma, first name</li> <li>• Last name initial, comma, first name initial</li> </ul> As you begin typing the name, a drop-down list displays students whose names match the letters you have typed. The drop-down list also displays student IDs, and grade levels. From the drop-down list you can select the student.
<b>Texas Unique Stu ID</b>	Begin typing the student's Texas Unique Student ID. As you begin typing the ID, a drop-down list displays students whose ID matches the numbers you have typed. The drop-down list also displays student's last name, first name, middle name, and grade level. From the drop-down list you can select the student.
<b>Directory</b>	Click <b>Directory</b> to select a student from the <a href="#">directory</a> .

Click **Retrieve** to retrieve the selected student.

Click **+Add** to add a blank row.

Field	Description
<b>Campus</b>	CAMPUS-ID-OF-ENROLLMENT (E0782)  Type or select the three-digit campus ID.
<b>Track</b>	INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975) Code table: C141  Select the campus calendar track to which the student is assigned.

Field	Description
<b>Report Period</b>	REPORTING-PERIOD-INDICATOR-CODE (E0934) Code table: C130  Select the period for which the data is being reported.
<b>Days Taught</b>	NUMBER-DAYS-TAUGHT (E0935)  Type the number of days of instruction offered per the school calendar during the selected <b>Report Period</b> .
<b>Grade</b>	GRADE-LEVEL-CODE (E0017) Code table: C050  Select the student's current grade level.
<b>Total Days Absent</b>	Type the number of days during the specified <b>Report Period</b> on which the student was absent, up to four digits.
<b>Inelig Days Present</b>	Type the number of days the student was present and ineligible for Foundation School Program funding during the specified <b>Report Period</b> , up to four digits.
<b>Elig Days Present</b>	Type the number of days the student was present and eligible for Foundation School Program funding during the specified <b>Report Period</b> , up to four digits.
<b>Bil ESL Days</b>	FLEX-ATTEND-TOTAL-BILINGUAL/ESL-DAYS-ELIGIBLE Bilingual (E1050)  Type the total number of days the student was eligible to participate in the state-approved bilingual/ESL program during the reporting period.
<b>PRS Days</b>	FLEX-ATTEND-TOTAL-PRS-DAYS-ELIGIBLE (E1048)  Type the total number of days the female student was eligible for Compensatory Education Home Instruction (CEHI) and and/or pregnancy-related services (PRS) during the specified <b>Report Period</b> .
<b>Spec Ed Mainstream Days</b>	TOTAL-ELIG-SP-ED-MAINSTREAM-DAYS-PRESENT (E0940) Type the total number of days the student was present during the specified <b>Report Period</b> and had a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting.
<b>G/T</b>	Code table: C088  Select if the student is participating in a state-approved gifted and talented program.
<b>Local ID</b>	LOCAL-STUDENT-ID (E0923)  (Optional) Type the student's local ID number as assigned by the district. This is a nine-digit number, the first three digits of which are the campus ID followed by the student ID.
<b>Primary Disability</b>	PRIMARY-DISABILITY-CODE (E0041) Code table: C053  Click  to select the code indicating the student's primary disability as recorded in the student's Individualized Education Program (IEP).  Rule 41163-0003: At least one disability must be selected for a special education student.

Field	Description
<b>Multiply Disability</b>	MULTIPLY-DISABLED-INDICATOR-CODE (E0882) Code table: C088  Select if the student was designated by the Admission, Review, and Dismissal (ARD) committee as multiply disabled during the reporting period.
<b>LEP</b>	EMERGENT-BILINGUAL-INDICATOR-CODE (E0790) Code table: C061  Select the year of monitoring, if the student has been identified as emergent bilingual (EB) during the reporting period.
<b>PK Program Type</b>	Code table: C185  For PK students only, select the code indicating the length of the PK instructional day.
<b>Primary PK Fund Source</b>	Code table: C186  For PK students only, select the code indicating the primary source of funding for the student.
<b>Second PK Fund Source</b>	Code table: C186  For PK students only, select the code indicating the secondary source of funding for the student.

Click **Save**.

## Other functions and features:

<b>Add</b>	Add a student record.
	<p><a href="#">Delete a row.</a></p> <p>Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>
<b>Delete</b>	<p><a href="#">Delete all of the student's records.</a></p> <p>Click <b>Delete</b> to delete all of the student's records. A confirmation message is displayed.</p> <p>Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b>.</p>
<b>Change ID</b>	<p><a href="#">Change the student's ID.</a></p> <p>The <b>Change ID</b> button is disabled until a student is retrieved on the page.</p> <p>Retrieve a student, and click <b>Change ID</b>. The <b>Change Student ID</b> section is displayed at the top of the page.</p> <p>In the <b>New Student ID</b> field, type a valid social security number that you would like to change the existing ID to, and then click <b>Submit</b>.</p> <p>The <b>Change Student ID</b> dialog box is displayed prompting you to review the change ID request information and accept the information if it is correct.</p> <p>Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b>.</p>



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