



ASCENDER GUIDES



Basic Attendance (Summer)

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Basic Attendance (Summer)

State Reporting > Maintenance > Summer > Student > Basic Att

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

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

Cross reference for Student Basic Att tab:

State Reporting Field	Element	ASCENDER Field(s)
Registration > Maintenance > Student Enrollment > W/R Enroll		
Campus	CAMPUS-ID-OF-ENROLLMENT (E0782)	Entry/Exit Date
Track	INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975)	Track
Grade	GRADE-LEVEL-CODE (E0017)	Grade (where Entry/Exit are within Report Period dates per Campus Calendar/Track)
Inelig Days Present	TOTAL-INELIGIBLE-DAYS-PRESENT (E0936)	Entry Date/Exit Date Eligibility Code
Elig Days Present	TOTAL-ELIGIBLE-DAYS-PRESENT (E0937)	Entry Date/Exit Date Eligibility Code
Registration > Maintenance > Student Enrollment (Directory)		
Local ID	LOCAL-STUDENT-ID (E0923)	Campus ID plus student ID (most current campus of enrollment for the school year)
Attendance > Maintenance > Campus > Campus Calendar		
Report Period	REPORTING-PERIOD-INDICATOR-CODE (E0934) (Code table: C130)	Track Begin School Begin Cycle
Days Taught	NUMBER-DAYS-TAUGHT (E0935)	Mem Days
Attendance > Maintenance > Student > Student Inquiry > Attendance By Date		
Total Days Absent	TOTAL-DAYS-ABSENT (E0036)	Sum of ADA absence/posting codes for ADA Period
Attendance > Maintenance > Flexible Attendance > Weekly Register Worksheet		
Bil ESL Days	FLEX-ATTEND-TOTAL-BILINGUAL/ESL-DAYS-ELIGIBLE (E1050)	BIL/ESL Mins
PRS Days	FLEX-ATTEND-TOTAL-PRS-DAYSELIGIBLE (E1048)	PRS Mins
Registration > Maintenance > Student Enrollment > SpecEd		

State Reporting Field	Element	ASCENDER Field(s)
Spec Ed Maintstream Days	TOTAL-ELIG-SP-ED-MAINSTREAMDAYS-PRESENT (E0940)	Entry/Exit Date Instrl Set
Primary Disability	PRIMARY-DISABILITY-CODE (E0041) (Code table: C053)	Primary Dis
Registration > Maintenance > Student Enrollment > Bil/ESL		
EB	EMERGENT-BILINGUAL-INDICATOR-CODE (E0790) (Code table: C061)	EB Cd
Registration > Maintenance > Student Enrollment > G/T		
G/T	GIFTED-TALENTED-INDICATOR-CODE (E0034) (Code table: C088)	Gift/Talent
Registration > Maintenance > Student Enrollment > PK Enroll		
PK Prog Type	PK-PROGRAM-TYPE-CODE (E1078)	PK Program Code
Primary PK Fund Source	PRIMARY-PK-FUNDING-SOURCE-CODE (E1079)	PK Funding Source
Second PK Fund Source	SECONDARY-PK-FUNDING-SOURCE-CODE (E1080)	PK Secondary Funding
Special Education > Maintenance > Student Sp Ed Data > Current Year > Program Information		
Multiply Disability	MULTIPLY-DISABLED-INDICATOR-CODE (E0882) (Code table: C088)	Multi Disability

Modify a record:

Select a student

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

Stu ID	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.
Stu Name	<p>Begin typing the student's name in one of the following formats:</p> <ul style="list-style-type: none"> • Last name, comma, first name • Last name initial, comma, first name initial <p>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.</p>
Texas Unique Stu ID	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.
Directory	Click Directory to select a student from the directory .

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

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

Campus	CAMPUS-ID-OF-ENROLLMENT (E0782) Type or select the three-digit campus ID.
Track	INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975) Code table: C141 Select the campus calendar track to which the student is assigned.
Report Period	REPORTING-PERIOD-INDICATOR-CODE (E0934) Code table: C130 Select the period for which the data is being reported.
Days Taught	NUMBER-DAYS-TAUGHT (E0935) Type the number of days of instruction offered per the school calendar during the selected Report Period .
Grade	GRADE-LEVEL-CODE (E0017) Code table: C050 Select the student's current grade level.
Total Days Absent	Type the number of days during the specified Report Period on which the student was absent, up to four digits.
Inelig Days Present	Type the number of days the student was present and ineligible for Foundation School Program funding during the specified Report Period , up to four digits.
Elig Days Present	Type the number of days the student was present and eligible for Foundation School Program funding during the specified Report Period , up to four digits.
Bil ESL Days	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.
PRS Days	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 Report Period .
Spec Ed Mainstream Days	TOTAL-ELIG-SP-ED-MAINSTREAM-DAYS-PRESENT (E0940) Type the total number of days the student was present during the specified Report Period and had a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting.
G/T	Code table: C088 Select if the student is participating in a state-approved gifted and talented program.
Local ID	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.

Primary Disability	<p>PRIMARY-DISABILITY-CODE (E0041) Code table: C053</p> <p>Click  to select the code indicating the student's primary disability as recorded in the student's Individualized Education Program (IEP).</p> <p>Rule 41163-0003: At least one disability must be selected for a special education student.</p>
Multiply Disability	<p>MULTIPLY-DISABLED-INDICATOR-CODE (E0882) Code table: C088</p> <p>Select if the student was designated by the Admission, Review, and Dismissal (ARD) committee as multiply disabled during the reporting period.</p>
LEP	<p>EMERGENT-BILINGUAL-INDICATOR-CODE (E0790) Code table: C061</p> <p>Select the year of monitoring, if the student has been identified as emergent bilingual (EB) during the reporting period.</p>
PK Prog Type	<p>Code table: C185</p> <p>For PK students only, select the code indicating the length of the PK instructional day.</p>
Primary PK Fund Source	<p>Code table: C186</p> <p>For PK students only, select the code indicating the primary source of funding for the student.</p>
Second PK Fund Source	<p>Code table: C186</p> <p>For PK students only, select the code indicating the secondary source of funding for the student.</p>

Click **Save**.

Add	Add a student. Click to add a student who does not already exist in ASCENDER State Reporting tables. Manual entry of a student is rare and generally only needed when a district is using ASCENDER State Reporting only. Most districts extract the data from ASCENDER. If you add or modify a student record in ASCENDER State Reporting, you should also update in ASCENDER (live).		
	State Stu ID This field is required only if you are adding a new student in State Reporting. Otherwise, the ID is extracted from Registration and not editable. <ul style="list-style-type: none"> • The first character must start with S or 0-8. • The first three characters cannot be 000, 666, or 900-999. • The middle digits (4th and 5th digit) cannot be 00. • The last four digits cannot be 0000. • The number cannot be 123456789, 219099999, or 078051120. 		
The following fields are required:			
Fall	Summer	Extended	
State Stu ID • First Name • Last Name • Sex • Date of Birth • Grade Level • At least one race must be selected. • TX Unique Student ID • Attribution Code • Economic Disadvantage • Homeless Status • Asylee/Refugee • As of Status • Campus • Foundation Coursework • Unaccompanied Youth Status (if Homeless Status is not 0) • Career and Technical Ed • Foster Care • Military Connected	State Stu ID • First Name • Last Name • Sex • Date of Birth • Grade • At least one race must be selected. • TX Unique Student ID • Attribution Code • Economic Disadvantage • Homeless Status • Asylee/Refugee • As of Status • Campus • Foundation Coursework • Unaccompanied Youth Status (if Homeless Status is not 0) • Career and Technical Ed • Foster Care • Military Connected	State Stu ID • First Name • Last Name • Sex • Date of Birth • Grade Level • At least one race must be selected. • TX Unique Student ID • Foster Care	

Click **Save**.

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



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