



## Basic Attendance (Summer)



# Table of Contents

**Basic Attendance (Summer)** ..... 1



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

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
<b>Registration &gt; Maintenance &gt; Student Enrollment &gt; Bil/ESL</b>		
EB	EMERGENT-BILINGUAL-INDICATOR-CODE (E0790) (Code table: C061)	EB Cd
<b>Registration &gt; Maintenance &gt; Student Enrollment &gt; G/T</b>		
G/T	GIFTED-TALENTED-INDICATOR-CODE (E0034) (Code table: C088)	Gift/Talent
<b>Registration &gt; Maintenance &gt; Student Enrollment &gt; PK Enroll</b>		
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
<b>Special Education &gt; Maintenance &gt; Student Sp Ed Data &gt; Current Year &gt; Program Information</b>		
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:

<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> <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>
<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.

<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.
<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 Maintstream 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>	<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>
<b>Multiply Disability</b>	<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>
<b>LEP</b>	<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>
<b>PK Prog Type</b>	<p>Code table: C185</p> <p>For PK students only, select the code indicating the length of the PK instructional day.</p>
<b>Primary PK Fund Source</b>	<p>Code table: C186</p> <p>For PK students only, select the code indicating the primary source of funding for the student.</p>
<b>Second PK Fund Source</b>	<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.

- 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
<ul style="list-style-type: none"> <li>• <b>State Stu ID</b></li> <li>• <b>First Name</b></li> <li>• <b>Last Name</b></li> <li>• <b>Sex</b></li> <li>• <b>Date of Birth</b></li> <li>• <b>Grade Level</b></li> <li>• At least one race must be selected.</li> <li>• <b>TX Unique Student ID</b></li> <li>• <b>Attribution Code</b></li> <li>• <b>Economic Disadvantage</b></li> <li>• <b>Homeless Status</b></li> <li>• <b>Asylee/Refugee</b></li> <li>• <b>As of Status</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>State Stu ID</b></li> <li>• <b>First Name</b></li> <li>• <b>Last Name</b></li> <li>• <b>Sex</b></li> <li>• <b>Date of Birth</b></li> <li>• <b>Grade</b></li> <li>• At least one race must be selected.</li> <li>• <b>TX Unique Student ID</b></li> <li>• <b>Attribution Code</b></li> <li>• <b>Economic Disadvantage</b></li> <li>• <b>Homeless Status</b></li> <li>• <b>Asylee/Refugee</b></li> <li>• <b>As of Status</b></li> <li>• <b>Campus</b></li> <li>• <b>Foundation Coursework</b></li> <li>• <b>Unaccompanied Youth Status</b> (if <b>Homeless Status</b> is not 0)</li> <li>• <b>Career and Technical Ed</b></li> <li>• <b>Foster Care</b></li> <li>• <b>Military Connected</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>State Stu ID</b></li> <li>• <b>First Name</b></li> <li>• <b>Last Name</b></li> <li>• <b>Sex</b></li> <li>• <b>Date of Birth</b></li> <li>• <b>Grade Level</b></li> <li>• At least one race must be selected.</li> <li>• <b>TX Unique Student ID</b></li> <li>• <b>Foster Care</b></li> </ul>

Click **Save**.

<b>+Add</b>	Add a basic attendance record for the student.
	<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>



## Back Cover