



CTE Attendance (Summer)

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

The *SpecialProgramsReportingPeriodAttendanceExtension* complex represents the recording of attendance for a student's special programs reporting period.

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.

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

| Field | Description |
|----------------------|---|
| 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. |
| Elig Days V1 | ELIGIBLE-DAYS-PRESENT-V1 (E0950) Type the total number of days the student was eligible and present and enrolled in an approved CTE course that generated <u>one</u> contact hour during a particular reporting period. |
| Elig Days V2 | ELIGIBLE-DAYS-PRESENT-V2 (E0951) Type the total number of days the student was eligible and present and enrolled in an approved CTE course that generated <u>two</u> contact hours during a particular reporting period. |
| Elig Days V3 | ELIGIBLE-DAYS-PRESENT-V3 (E0952) Type the total number of days the student was eligible and present and enrolled in an approved CTE course that generated <u>three</u> contact hours during a particular reporting period. |
| Elig Days V4 | ELIGIBLE-DAYS-PRESENT-V4 (E0953) Type the total number of days the student was eligible and present and enrolled in an approved CTE course that generated <u>four</u> contact hours during a particular reporting period. |
| Elig Days V5 | ELIGIBLE-DAYS-PRESENT-V5 (E0954) Type the total number of days the student was eligible and present and enrolled in an approved CTE course that generated <u>five</u> contact hours during a particular reporting period. |
| Elig Days V6 | ELIGIBLE-DAYS-PRESENT-V6 (E0955) Type the total number of days the student was eligible and present and enrolled in an approved CTE course that generated <u>six</u> contact hours during a particular reporting period. |

Click **Save**.

Other functions and features:

| | |
|---|--|
|  | Delete a row. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save . |
| Delete | Delete all of the student's records. Click Delete to delete all of the student's records. A confirmation message is displayed. Click OK to continue. Otherwise, click Cancel . |

| | |
|------------------|---|
| 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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