



# Flexible Attendance CTE (Extended)



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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:

<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.

Field	Description
<b>Campus</b>	CAMPUS-ID-OF-ENROLLMENT (E0782)  Type or select the three-digit campus ID.
<b>Grade</b>	GRADE-LEVEL-CODE (E0017) Code table: C050  Select the student's current grade level.

Field	Description
<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>Flexible Attendance Program</b>	FLEXIBLE-ATTENDANCE-PROGRAM-TYPE-CODE (E1045) Code table: C177  Select the code indicating whether the student's flexible attendance is related to the OFSDP (Optional Flexible School Day Program) or the HSEP (High School Equivalency Program).
<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>CTE Minutes Present</b>	FLEX-ATTEND-TOTAL-CAREER-TECH-MINUTES-PRESENT (E1053)  Type the total number of minutes the student was present, eligible, and enrolled in an approved CTE course during a particular reporting period.

Click **Save**.

### Other functions and features:

<b>Add</b>	Add a student.
	<a href="#">Delete a row.</a> Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.  Click <b>Save</b> .
<b>Delete</b>	<a href="#">Delete all of the student's records.</a> Click <b>Delete</b> to delete all of the student's records. A confirmation message is displayed.  Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b> .
<b>Change ID</b>	<a href="#">Change the student's ID.</a> The <b>Change ID</b> button is disabled until a student is retrieved on the page.  Retrieve a student, and click <b>Change ID</b> . The <b>Change Student ID</b> section is displayed at the top of the page.  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> .  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.  Click <b>OK</b> to continue. Otherwise, click <b>Cancel</b> .

**Prev and Next**

[Scroll through students.](#)

Once a student is retrieved, click **Prev** or **Next** to scroll to the previous or next student alphabetically.



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