


# Flexible Attendance CTE (Extended)

# Table of Contents

**Flexible Attendance CTE (Extended)** ..... 1

# Flexible Attendance CTE (Extended)

***State Reporting > Maintenance > Extended > Flex Att CTE***

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** | Begin typing the student's name in one of the following formats:<br>• Last name, comma, first name<br>• Last name initial, comma, first name initial<br><br>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. |
| **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)<br><br>Type or select the three-digit campus ID. |
| **Grade** | GRADE-LEVEL-CODE (E0017)<br>Code table: C050<br><br>Select the student's current grade level. |

| | |
|---|---|
| **Track** | INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975)<br>Code table: C141<br><br>Select the campus calendar track to which the student is assigned. |
| **Report Period** | REPORTING-PERIOD-INDICATOR-CODE (E0934)<br>Code table: C130<br><br>Select the period for which the data is being reported.<br>For Submission 4, only codes 7 and 8 are allowed. |
| **Flexible Attendance Program** | FLEXIBLE-ATTENDANCE-PROGRAM-TYPE-CODE (E1045)<br>Code table: C177<br><br>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).<br>For Submission 4, this must be set to 3-OFSDP Credit Recovery Program. |
| **Days Taught** | NUMBER-DAYS-TAUGHT (E0935)<br><br>Type the number of days of instruction offered per the school calendar during the selected **Report Period**.<br>For Submission 4, this must be reported as 30 days. |
| **CTE Minutes Present** | FLEX-ATTEND-TOTAL-CAREER-TECH-MINUTES-PRESENT (E1053)<br><br>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**.

---

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

| | |
|---|---|
| **Prev and Next** | Scroll through students.<br>Once a student is retrieved, click **Prev** or **Next** to scroll to the previous or next student alphabetically. |


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

# Back Cover