



# 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>	<p>Begin typing the student's name in one of the following formats:</p> <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>	<p>CAMPUS-ID-OF-ENROLLMENT (E0782)</p> <p>Type or select the three-digit campus ID.</p>
<b>Grade</b>	<p>GRADE-LEVEL-CODE (E0017)</p> <p>Code table: C050</p> <p>Select the student's current grade level.</p>

<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. For Submission 4, only codes 7 and 8 are allowed.
<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). For Submission 4, this must be set to 3-OFSDP Credit Recovery 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> . For Submission 4, this must be reported as 30 days.
<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**.

<b>Add</b>	
	<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> .

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[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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