

# Flexible Attendance Special Ed (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:

Directory	Click <b>Directory</b> to select a student from the directory.
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.
	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.
Stu Name	Begin typing the student's name in one of the following formats:  • Last name, comma, first name  • Last name initial, comma, first name initial
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.

Click **Retrieve** to retrieve the selected student.

Click +Add to add a blank row.

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

Field	Description
Track	INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975) Code table: C141
	Select the campus calendar track to which the student is assigned.
Report Period	REPORTING-PERIOD-INDICATOR-CODE (E0934) Code table: C130
	Select the period for which the data is being reported.
Flexible Attendance Program	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).
Days Taught	NUMBER-DAYS-TAUGHT (E0935)
	Type the number of days of instruction offered per the school calendar during the selected <b>Report Period</b> .
Instructional	
Setting	INSTRUCTIONAL-SETTING-CODE (E0173)
Instructional Setting 2	Code table: C035
Instructional Setting 3	Select the instructional setting used to provide instruction to the student.
Eligible Days	FLEX-ATTEND-DAYS-ELIGIBLE-IN-INSTR-SETTING (E1051)
Eligible Days 2 Eligible Days 3	Type the total number of school days the student was eligible for a particular special education instructional setting that was eligible for Foundation School Program funding during the reporting period.
<b>Excess Minutes</b>	FLEX-ATTEND-EXCESS-MINUTES-IN-INSTR-SETTING E1052)
Excess Minutes 2 Excess Minutes 3	Type the number of minutes above the allowable 360-minute daily limit of combined Career & Technical Education (CTE), special education, and related services in the designated instructional setting the student was served during the selected reporting period.

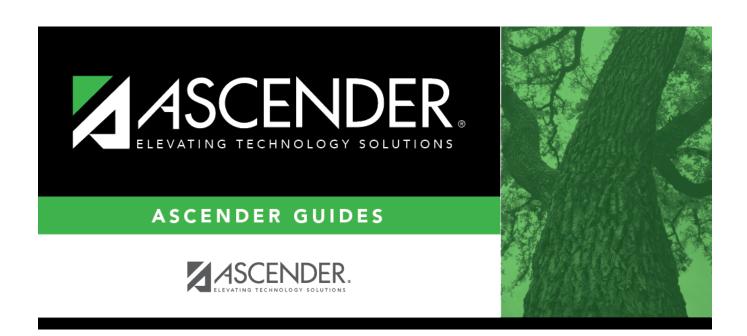
Click **Save**.

### Other functions and features:

Add	Add a student.
	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 <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> .

Change ID	Change the student's ID. The Change ID 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	Scroll through students.
Next	Once a student is retrieved, click <b>Prev</b> or <b>Next</b> to scroll to the previous or next student alphabetically.

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