


# 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:

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| **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.

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| **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. |

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| **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. |
| **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). |
| **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**. |
| **Instructional Setting**<br>**Instructional Setting 2**<br>**Instructional Setting 3** | INSTRUCTIONAL-SETTING-CODE (E0173)<br>Code table: C035<br><br>Select the instructional setting used to provide instruction to the student. |
| **Eligible Days**<br>**Eligible Days 2**<br>**Eligible Days 3** | FLEX-ATTEND-DAYS-ELIGIBLE-IN-INSTR-SETTING (E1051)<br><br>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. |
| **Excess Minutes**<br>**Excess Minutes 2**<br>**Excess Minutes 3** | FLEX-ATTEND-EXCESS-MINUTES-IN-INSTR-SETTING E1052)<br><br>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**.

**Add**

Add a student.

Click to add a student who does not already exist in ASCENDER State Reporting tables. Manual entry of a student is rare and generally only needed when a district is using ASCENDER State Reporting only. Most districts extract the data from ASCENDER. If you add or modify a student record in ASCENDER State Reporting, you should also update in ASCENDER (live).

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| **State Stu ID** | This field is required only if you are adding a new student in State Reporting. Otherwise, the ID is extracted from Registration and not editable.<br>• The first character must start with S or 0-8.<br>• The first three characters cannot be 000, 666, or 900-999.<br>• The middle digits (4th and 5th digit) cannot be 00.<br>• The last four digits cannot be 0000.<br>• The number cannot be 123456789, 219099999, or 078051120. |

The following fields are required:

| Fall | Summer | Extended |
|---|---|---|
| • **State Stu ID**<br>• **First Name**<br>• **Last Name**<br>• **Sex**<br>• **Date of Birth**<br>• **Grade Level**<br>• At least one race must be selected.<br>• **TX Unique Student ID**<br>• **Attribution Code**<br>• **Economic Disadvantage**<br>• **Homeless Status**<br>• **Asylee/Refugee**<br>• **As of Status** | • **State Stu ID**<br>• **First Name**<br>• **Last Name**<br>• **Sex**<br>• **Date of Birth**<br>• **Grade**<br>• At least one race must be selected.<br>• **TX Unique Student ID**<br>• **Attribution Code**<br>• **Economic Disadvantage**<br>• **Homeless Status**<br>• **Asylee/Refugee**<br>• **As of Status**<br>• **Campus**<br>• **Foundation Coursework**<br>• **Unaccompanied Youth Status** (if **Homeless Status** is not 0)<br>• **Career and Technical Ed**<br>• **Foster Care**<br>• **Military Connected** | • **State Stu ID**<br>• **First Name**<br>• **Last Name**<br>• **Sex**<br>• **Date of Birth**<br>• **Grade Level**<br>• At least one race must be selected.<br>• **TX Unique Student ID**<br>• **Foster Care** |

Click **Save**.

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|  | 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. |


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