



## ASCENDER GUIDES



# Flexible Attendance (Summer)



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# Flexible Attendance (Summer)

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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> 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.
<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>Eligible Minutes Present</b>	FLEX-ATTEND-TOTAL-ELIGIBLE-MINUTES-PRESENT (E1046)  Type the total number of minutes the student was present and eligible for Foundation School Program funding during the selected reporting period.  Report minutes in whole numbers only, rounded down to the nearest minute. The minimum is 45 minutes per reporting period.
<b>Ineligible Minutes Present</b>	FLEX-ATTEND-TOTAL-INELIGIBLE-MINUTES-PRESENT (E1047)  Type the number of minutes the student was present but ineligible for Foundation School Program funding during the selected reporting period, up to five digits.  Report minutes in whole numbers only, rounded down to the nearest minute. The minimum is 45 minutes per reporting period.
<b>PRS Days</b>	FLEX-ATTEND-TOTAL-PRS-DAYS-ELIGIBLE (E1048)  Type the total number of days the female student was eligible for Compensatory Education Home Instruction (CEHI) and and/or pregnancy-related services (PRS) during the specified <b>Report Period</b> .
<b>Special Ed Days</b>	FLEX-ATTEND-TOTAL-SP-ED-MAINSTREAM-DAYS-ELIGIBLE (E1049)  Type the total number of days the student with a special education individualized education program (IEP), which provided for the mainstream instructional arrangement/setting ( <b>Instr Set</b> = 40), was eligible for the instructional arrangement/setting during the reporting period.
<b>Bilingual ESL Days</b>	FLEX-ATTEND-TOTAL-BILINGUAL/ESL-DAYS-ELIGIBLE Bilingual (E1050)  Type the total number of days the student was eligible to participate in the state-approved bilingual/ESL program during the reporting period.
<b>G/T</b>	GIFTED-TALENTED-INDICATOR-CODE (E0034)  Select if the student is participating in a state-approved gifted and talented program.

Field	Description
<b>Primary Disability</b>	<p>PRIMARY-DISABILITY-CODE (E0041) Code table: C053</p>
	<p>Click  to select the code indicating the student's primary disability as recorded in the student's Individualized Education Program (IEP).</p> <p>Rule 41163-0003: At least one disability must be selected for a special education student.</p>
<b>Multiply Disability</b>	<p>MULTIPLY-DISABLED-INDICATOR-CODE (E0882) Code table: C088</p>
	<p>Select if the student was designated by the Admission, Review, and Dismissal (ARD) committee as multiply disabled during the reporting period.</p>
<b>LEP</b>	<p>EMERGENT-BILINGUAL-INDICATOR-CODE (E0790) Code table: C061</p>
	<p>Select the year of monitoring, if the student has been identified as emergent bilingual (EB) during the reporting period.</p>
<b>Local ID</b>	<p>LOCAL-STUDENT-ID (E0923)</p> <p>(Optional) Type the student's local ID number as assigned by the district. This is a nine-digit number, the first three digits of which are the campus ID followed by the student ID.</p>

Click **Save**.

## Other functions and features:

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



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