



Flexible CTE 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:

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: <ul style="list-style-type: none"> • Last name, comma, first name • Last name initial, comma, first name initial 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.

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 Report Period .
CTE Minutes Present	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**.

Other functions and features:

	<p>Delete a row.</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 Save.</p>
Delete	<p>Delete all of the student's records.</p> <p>Click Delete to delete all of the student's records. A confirmation message is displayed.</p> <p>Click OK to continue. Otherwise, click Cancel.</p>
Change ID	<p>Change the student's ID.</p> <p>The Change ID button is disabled until a student is retrieved on the page.</p> <p>Retrieve a student, and click Change ID. The Change Student ID section is displayed at the top of the page.</p> <p>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.</p> <p>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.</p> <p>Click OK to continue. Otherwise, click Cancel.</p>



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