

Flexible Special Ed 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.

Cross reference for Flexible Special Ed Attendance tab:

State Reporting Field	Element	ASCENDER Field(s)
Attendance > Maintenance > Campus > Campus Calendar		
Report Period	REPORTING-PERIOD-INDICATOR-CODE (E0934) (Code table: C130)	**Track** **Begin School** **Begin Cycle**
Days Taught	NUMBER-DAYS-TAUGHT (E0935)	**Mem Days**
Registration > Maintenance > Student Enrollment > W/R Enroll		
Campus	CAMPUS-ID-OF-ENROLLMENT (E0782)	**Entry/Exit Date**
Attendance > Maintenance > Flexible Attendance > Weekly Register Worksheet		
Grade	GRADE-LEVEL-CODE (E0017) (Code table: C050)	**Grd Lvl**
Track	INSTRUCTIONAL-TRACK-INDICATOR-CODE (E0975)	**Track**
Flexible Attendance Program	FLEXIBLE-ATTENDANCE-PROGRAM-TYPE-CODE (E1045) (Code table: C177)	
Instructional Setting **Instructional Setting 2** **Instructional Setting 3**	INSTRUCTIONAL-SETTING-CODE (E0173) (Code table: C035)	**Instr Set ***
Eligible Days **Eligible Days 2** **Eligible Days 3**	ELIGIBLE-DAYS-PRESENT-IN-INSTR-SETTING (E0944)	**Sp Ed Mins * (divided by 240 to get Elig Days)**
Excess Minutes **Excess Minutes 2** **Excess Minutes 3**	EXCESS-HOURS-IN-INSTRUCTIONAL-SETTING (E0945)	**Excess Mins**

* If the student has more than one row for the same track, grade level, Flex Att Program code, and reporting period, the first row's value for **Instr Set** is Instructional Setting, the 2nd row's value for Instr Set is Instructional Setting 2, the third row's value for Instr Set is Instructional Setting 3. The same is true for Eligible Days.

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: • 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.

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

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. • The first character must start with S or 0-8. • The first three characters cannot be 000, 666, or 900-999. • The middle digits (4th and 5th digit) cannot be 00. • The last four digits cannot be 0000. • The number cannot be 123456789, 219099999, or 078051120.

The following fields are required:

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

Click **Save**.

	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 **Delete** to delete all of the student's records. A confirmation message is displayed. Click **OK** to continue. Otherwise, click **Cancel**.
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 **Change ID**. The **Change Student ID** section is displayed at the top of the page. 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**. 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. Click **OK** to continue. Otherwise, click **Cancel**.


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