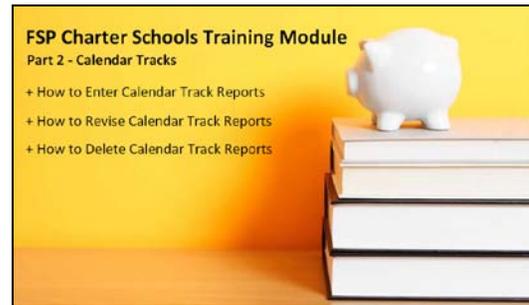


Slide 1
Slide notes:



Slide 2
Slide notes: Welcome to Part 2, the Calendar Tracks part of the FSP Charter Schools training module. In this training module you will learn how to....Enter Calendar Track Reports, Revise Calendar Track Reports, and Delete Calendar Track Reports.



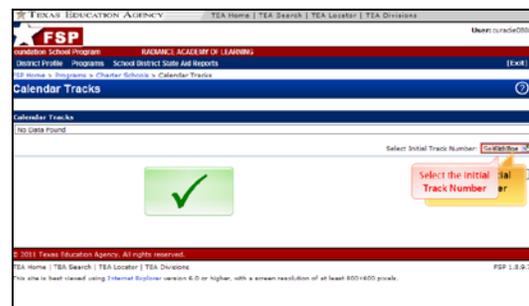
Slide 3
Slide notes:



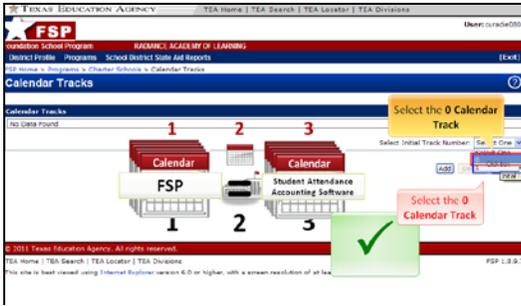
Slide 4
Slide notes: The Calendar Tracks section typically opens in Early July and closes in Early August. In order to avoid low attendance on days when a surrounding school district observes a non-instruction day, it is recommended that Charter Schools refer to their surrounding school district calendars for planning purposes.



Slide 5
Slide notes: From the Charter School landing page, click on the Calendar Track link.



Slide 6
Slide notes: If no calendar tracks have been previously entered, a blank Calendar Tracks page will appear. Select the **Initial Track Number.**



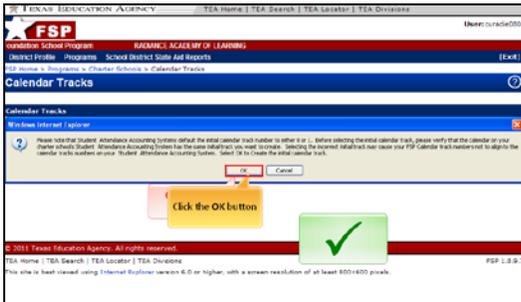
Slide 7

Slide notes: Please note that your student attendance accounting software may have an initial default track that starts with either zero or one. Therefore be sure to check with your Student Attendance Accounting software before selecting the initial calendar track. Additionally, it is recommended that each campus, or approved site, have its own calendar track in order to avoid mid-year calendar submissions that only affect one campus or approved site.



Slide 8

Slide notes: A warning message will appear, reminding you to verify that the initial calendar track in your Student Attendance Accounting Software matches the calendar track for the FSP system.



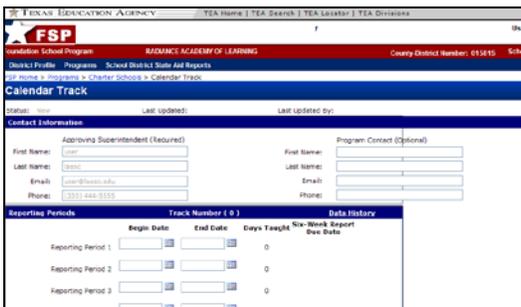
Slide 9

Slide notes: After you have selected the correct calendar track number, click the ****OK**** button.



Slide 10

Slide notes:



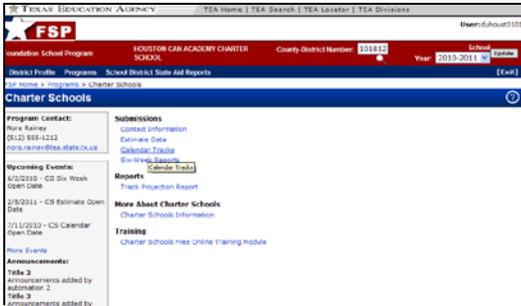
Slide 11

Slide notes: A new Calendar track page will appear. We will demonstrate how to add data to a blank calendar in the next example.

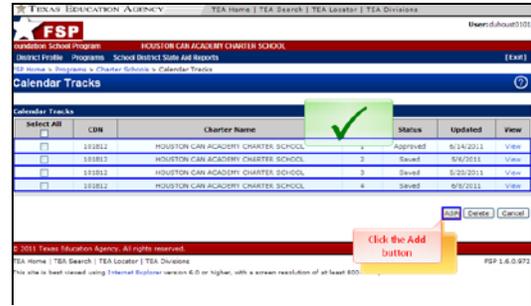


Slide 12

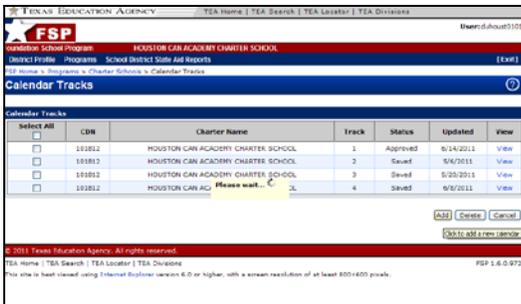
Slide notes: For this next example, we will show a charter school that already has some Calendar Tracks entered. From the Charter Schools Landing page, click on the ****Calendar Tracks**** link.



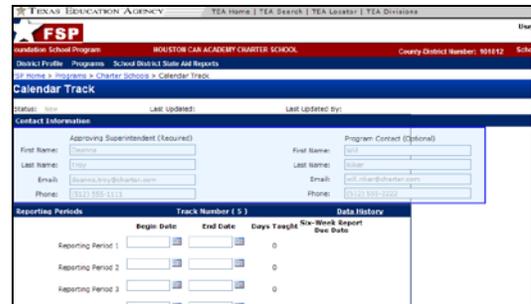
Slide 13
Slide notes:



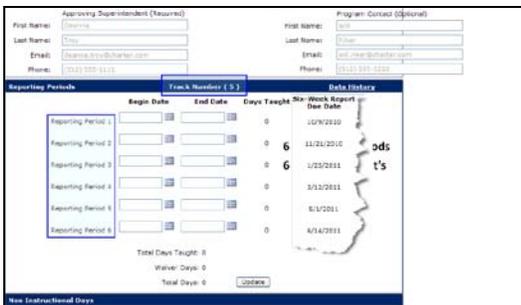
Slide 14
Slide notes: The Calendar Tracks Summary page opens, listing any previously entered Tracks. To add a new calendar track, click the Add button. Once an initial calendar track is selected, subsequent calendar tracks are sequentially added.



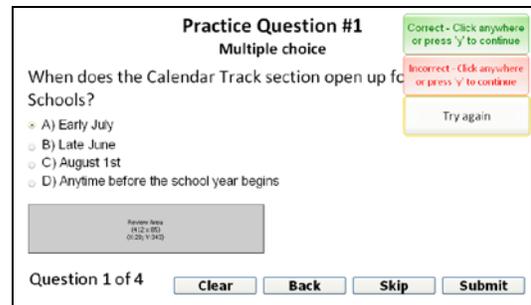
Slide 15
Slide notes:



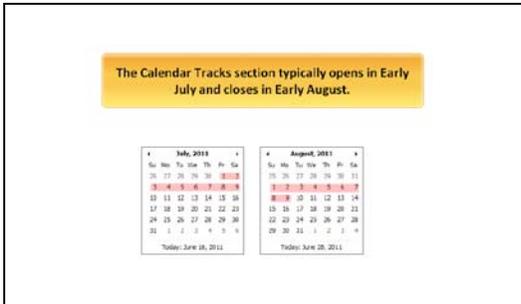
Slide 16
Slide notes: A blank Calendar Track page will open. You will note that the Contact information displays at the top of the page.



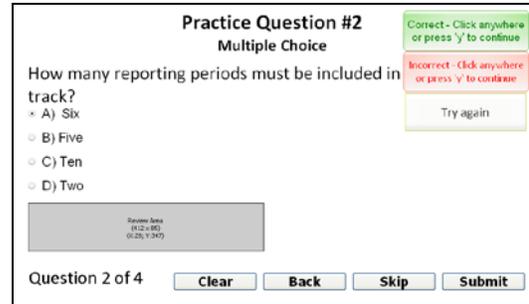
Slide 17
Slide notes: This track is Track number five, as four previous tracks have been entered. Some additional things to note about calendar tracks: Each calendar track requires **SIX** reporting periods and **SIX** Superintendent's Reports to be submitted via the FSP system. Six-week report due dates are displayed on the calendar.



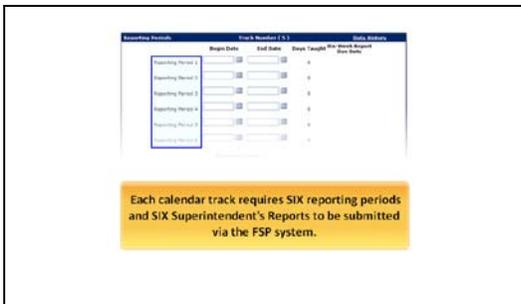
Slide 18
Slide notes: When does the Calendar Track section open for Charter Schools?



Slide 19
Slide notes: The Calendar Tracks section typically opens in Early July, and closes in Early August.



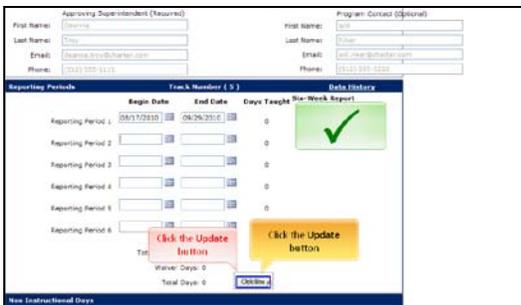
Slide 20
Slide notes: How many reporting periods must be included in each calendar track?



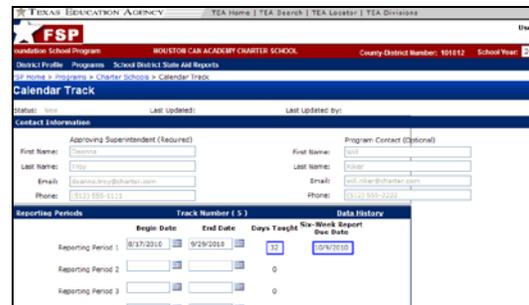
Slide 21
Slide notes: Each calendar track requires **SIX** reporting periods and **SIX** Superintendent's Reports to be submitted via the FSP system.



Slide 22
Slide notes: Enter the reporting-Period-1 Begin Date. When complete, you can use your mouse or the tab key to move to the next field.



Slide 23
Slide notes: Once you have entered the reporting period begin and end date, you should click the Update button.



Slide 24
Slide notes: The page will refresh, and the system will calculate the Days Taught for the Reporting Period, as well as the corresponding six-week report due date. Be sure to note that you cannot submit a six-week report unless the associated calendar track is in approved status **AND** the six-week reporting period has ended. If you have multiple calendar tracks, you will not be able to submit a six week report unless all associated calendar tracks are in approved status and the six-week reporting period of the latest calendar track has ended.

Slide 25
Slide notes: You can also enter a beginning or end date by using the calendar icon.

Slide 26
Slide notes: Navigate to the month needed...

Slide 27
Slide notes: ... and click on the date to select it.

Slide 28
Slide notes: The selected date will be returned to the page.

Slide 29
Slide notes: If you have not periodically clicked the update button, you should do so once all reporting periods are complete.

Slide 30
Slide notes: The page will refresh, and the reporting period days taught and six-week report due dates will be calculated.

Calendar Track

Reporting Periods

Track Number (5)	Begin Date	End Date	Days Taught	Week Report Due Date
Reporting Period 1	8/17/2010	9/29/2010	32	10/19/2010
Reporting Period 2	9/30/2010	11/11/2010	31	12/23/2010
Reporting Period 3	11/12/2010	1/19/2011	46	1/29/2011
Reporting Period 4	1/20/2011	3/1/2011		

Contact Information

Approving Superintendent (Required):
 First Name: [Name] Last Name: [Name]
 Email: [Email] Phone: [Phone]

Program Contact (Optional):
 First Name: [Name] Last Name: [Name]
 Email: [Email] Phone: [Phone]

Save

Slide 31

Slide notes: It is important to periodically save your work. Remember that clicking the update button does **not** save the data. Data are not saved until you click the **Save** button.

Non Instructional Days

Total Non Instructional Days: 0

Weekend Instructional Days

Begin Date End Date No. of Days

Total Weekend Instructional Days: 0

Save Submit to Superintendent Cancel

Click the Save button

Click the Save button

Slide 32

Slide notes: Click the **SAVE** button

Calendar Track

Calendar Track Data forms saved successfully, however, the form is not complete until all required data has been entered.

Each Calendar Track is used to report a maximum of 6 reporting periods. If your charter school will only operate for a part of the school year, please contact the Director of State Reporting for assistance.

This Calendar has less than 100 Total Days (Total Days Taught + Waiver Days) and will not receive 100% funding on the report attributable to this calendar track. In the comments field, please indicate your school/organization that the charter school will not receive 100% funding for this calendar track.

Calendar must contain a minimum of two total Make-up days/health or safety days closed.

Variance of Days Taught in each reporting period exceeds five days.

Contact Information

Approving Superintendent (Required):
 First Name: [Name] Last Name: [Name]
 Email: [Email] Phone: [Phone]

Program Contact (Optional):
 First Name: [Name] Last Name: [Name]
 Email: [Email] Phone: [Phone]

Save

Slide 33

Slide notes: The page will refresh, and any warnings or errors will appear at the top of the page.

Non Instructional Days

Select One	Begin Date	End Date	No. of Days	Delete
Select One			3	Delete
Select One			3	Delete
Select One			3	Delete
Select One			3	Delete
Select One			3	Delete
Select One			3	Delete
Select One			3	Delete
Select One			3	Delete
Select One			3	Delete
Select One			3	Delete

Slide 34

Slide notes: Once the reporting periods have been completed, you must enter the non instructional day information.

Non Instructional Days

1 Reading/Language Arts

1 Conference Day

X

Slide 35

Slide notes: For Staff Development Waivers, applications are necessary. See the TEA website for additional state waiver application information, make sure the application is not expired. Please note that you can have no more than 3 general staff development days, and 1 conference day. You can also have 1 Reading/Language Arts, 1 Science/Social Studies, and 1 Mathematics staff development days, but you cannot have more than 2 in this category. There may not be more than 6 total Staff Development waiver days, and 2 make-up days are required to ensure that the minimum number of instructional days are provided.

Non Instructional Days

Select One	Begin Date	End Date	No. of Days	Delete
Click on Labor Day			3	Delete
Click on Labor Day			3	Delete
Click on Labor Day			3	Delete
Click on Labor Day			3	Delete
Click on Labor Day			3	Delete
Click on Labor Day			3	Delete
Click on Labor Day			3	Delete
Click on Labor Day			3	Delete
Click on Labor Day			3	Delete
Click on Labor Day			3	Delete

Click on Labor Day

Slide 36

Slide notes: Select the Non Instructional Day Type. For this example, click on **Labor Day**.

Slide 37
Slide notes: Enter the Begin Date.

Slide 38
Slide notes: You can either type in the date, or select the date by using the calendar icon.

Slide 39
Slide notes: Enter the End Date.

Slide 40
Slide notes: When entries are complete, press the **Update** button.

Slide 41
Slide notes:

Slide 42
Slide notes: The page will refresh and the Number of days will now be calculated.

Slide 43

Slide notes: Now we will enter a Weekend Instructional Day. Note that Weekend days are allowed as instructional days only when ****ALL**** students are required to attend school. They ****CANNOT**** be used for ****some**** students to make up absences. Click the ****Day Type**** drop-down.

Slide 44

Slide notes: For this example, select the ****Weekend Instructional Day****

Slide 45

Slide notes:

Slide 46

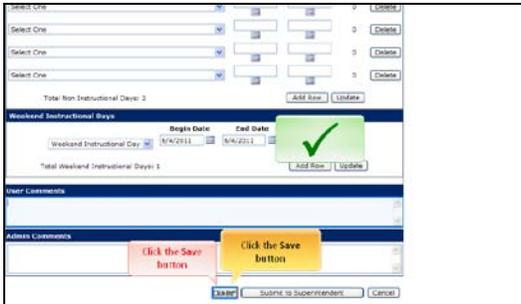
Slide notes: When all entries are complete, click the update button.

Slide 47

Slide notes:

Slide 48

Slide notes: The page will refresh, and the number of days under the weekend instructional days heading will be calculated.



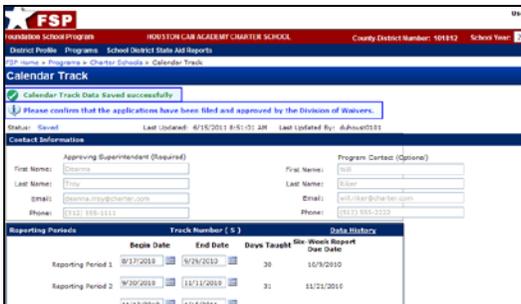
Slide 49

Slide notes: Enter any comments needed. Then click the ****Save**** button. It is important to remember that no data are actually saved until you have clicked the save button.



Slide 50

Slide notes: Once you have clicked the Save button, any applicable errors or warnings will display at the top of the page. Note that despite the fact that there may be errors or warnings, the information will be saved. You will not be able to submit the information to the superintendent or TEA until all errors have been resolved, and all warnings have been addressed.



Slide 51

Slide notes: Once all errors have been resolved or explained, a confirmation message should display at the top of the page, along with any informational warnings that may require further action.



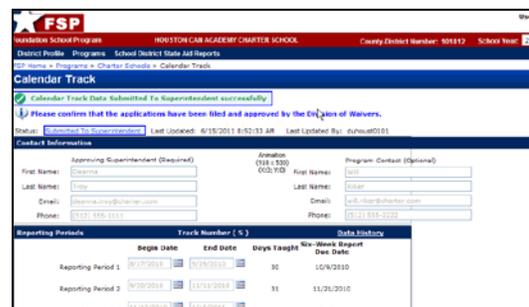
Slide 52

Slide notes: Verify that all entries are correct by comparing the FSP calendar to the calendar on your Student Attendance Accounting Software. If all entries are correct, click the ****Submit to Superintendent****. As discussed in the approval process, these data will be sent to the District Approver (usually the Superintendent) for approval, then will be forwarded to TEA.



Slide 53

Slide notes: 180 days of instruction, (days taught), are required ****OR**** you must have a copy of a waiver application on file for audit purposes. If the School Calendar is less than 180 days ****WITHOUT**** a waiver, then acknowledgement of a funding adjustment is required. Please note that if the school calendar is greater than 180 days, this does not generate additional funding. The FSP Calendar must reconcile with the calendar on the Student Attendance Accounting Software or this will cause the ADA/FTE and funding to be inaccurate. Waiver days are automatically populated from non-instructional days.



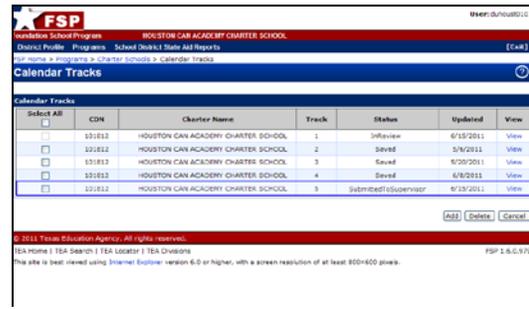
Slide 54

Slide notes: A confirmation message will appear at the top of the page indicating that the Track Data have been submitted to the superintendent. Note that the status has also changed from ****Saved**** to ****Submitted to Superintendent****.



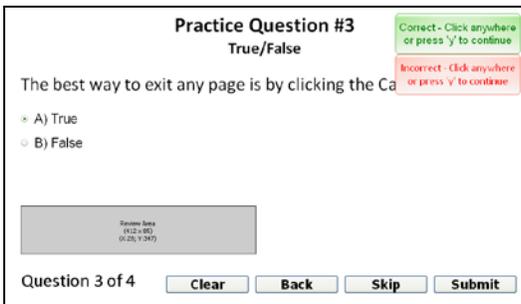
Slide 55

Slide notes: Remember the best way to exit any page is by clicking the ****Cancel**** button. If you choose to exit the page in another manner, you may lock the page preventing others from accessing the information.



Slide 56

Slide notes: After clicking the cancel button you will be returned to the Calendar Tracks Summary page, where the newly added calendar track will now appear.



Slide 57

Slide notes: True or False: The best way to exit any page is by clicking the Cancel button.



Slide 58

Slide notes: True. The best way to exit any page is by clicking the ****Cancel**** button. If you choose to exit the page in any other manner, you may lock the page preventing others from accessing the information.



Slide 59

Slide notes:



Slide 60

Slide notes: For this example we will revise the calendar for a charter school that closed school due to a weather, health, or safety reason.

Begin Date	End Date	No. of Days
10/11/2010	10/13/2010	3
12/20/2010	12/20/2010	1
12/21/2010	1/1/2011	9
1/4/2011	1/4/2011	1
3/21/2011	3/24/2011	4
6/1/2011	6/1/2011	1
6/2/2011	6/2/2011	1

Slide 61

Slide notes: The charter school will be making up the day the campus was closed.

Reporting Period	Begin Date	End Date	Days Taught	Days Report Due Date
Reporting Period 1	8/16/2010	10/21/2010	27	10/2/2010
Reporting Period 2	9/28/2010	11/30/2010	30	12/20/2010
Reporting Period 3	11/11/2010	1/3/2011	25	1/15/2011
Reporting Period 4	1/14/2011	2/28/2011	32	3/8/2011
Reporting Period 5	3/9/2011	4/30/2011	26	4/30/2011
Reporting Period 6	6/21/2011	6/2/2011	16	6/13/2011

Slide 62

Slide notes: Please note that this calendar track contains 32 days taught in the 4th reporting period and 29 days taught in the 6th reporting period. This information will be useful for illustrating our example

Slide 63

Slide notes:

Slide 64

Slide notes: First, on this track, add the day the school was closed.

Slide 65

Slide notes: Select a "Health or Safety Day Closed" from the non-instructional days drop down list.

Slide 66

Slide notes: Then enter the date the school was closed.

	Begin Date	End Date	No. of Days	
General Staff Development Waiver Day		10/13/2010	3	Delete
Mathematics Staff Development Waiver Day	12/20/2010	12/20/2010	1	Delete
Winter Break	12/21/2010	1/1/2011	9	Delete
Reading/Language Arts Staff Development Waiver Day	1/4/2011	1/4/2011	1	Delete
Spring Break	3/21/2011	3/24/2011	4	Delete
Makeup Day	6/1/2011	6/1/2011	1	Delete
Makeup Day	6/2/2011	6/2/2011	1	Delete
Health or Safety Day Closed			0	Delete
Select One			0	Delete
Select One			0	Delete
Select One			0	Delete

Slide 67
Slide notes: Enter the ****begin**** date.....

Slide 68
Slide notes:

	Begin Date	End Date	No. of Days	
General Staff Development Waiver Day		10/13/2011	3	Delete
Mathematics Staff Development Waiver Day	12/20/2010	12/20/2010	1	Delete
Winter Break	12/21/2010	1/1/2011	9	Delete
Reading/Language Arts Staff Development Waiver Day	1/4/2011	1/4/2011	1	Delete
Spring Break	3/21/2011	3/24/2011	4	Delete
Makeup Day	6/1/2011	6/1/2011	1	Delete
Makeup Day	6/2/2011	6/2/2011	1	Delete
Health or Safety Day Closed	03/04/2011		0	Delete
Select One			0	Delete
Select One			0	Delete
Select One			0	Delete

Slide 69
Slide notes: ...then enter the ****end**** date.

Slide 70
Slide notes: When all entries are complete, click the ****Update**** button.

Slide 71
Slide notes: You will note that the Update button does ****NOT**** save your data. Remember to save your data periodically.

Slide 72
Slide notes:

Calendar Track
 Status: Closed Last updated: 7/13/2011 2:16:43 PM Last updated by: amwmm0208

Contact Information
 Approving Superintendent (Required)
 First Name: [Blank] Last Name: [Blank] Program Contact (Optional)
 Email: [Blank] Phone: [Blank]

Reporting Period	Begin Date	End Date	Days Taught	Six-Week Report Due Date
Reporting Period 1	8/30/2010	10/21/2010	27	10/1/2010
Reporting Period 2	9/26/2010	11/10/2010	20	11/20/2010
Reporting Period 3	11/11/2010	1/3/2011	20	1/15/2011
Reporting Period 4	1/14/2011	2/28/2011	31	3/15/2011
Reporting Period 5	3/9/2011	4/20/2011	26	4/30/2011
Reporting Period 6	4/21/2011	6/2/2011	26	6/13/2011

Slide 73

Slide notes: You will now notice that the days taught in the 4th reporting period now excludes the day the school was closed, which is one day less, or 31 days.

Non-Instructional Days

	Begin Date	End Date	No. of Days
General Staff Development Waiver Day	10/11/2010	10/13/2010	3
Mathematics Staff Development Waiver Day	12/20/2010	12/20/2010	1
Winter Break	12/31/2010	1/1/2011	2
Reading/Language Arts Staff Development Waiver Day	1/4/2011	1/4/2011	1
Health or Safety Day Closed	2/4/2011	2/4/2011	1
Spring Break	3/24/2011	3/24/2011	4
Makeup Day	5/1/2011	5/1/2011	1
Makeup Day	5/2/2011	5/2/2011	1
Select One			0
Select One			0
Select One			0

Slide 74

Slide notes: On this track, in order to make up the day the school was closed, you will need to delete a makeup day from the non-instructional day list.

Non-Instructional Days

Click the Delete button

Click the Delete button

Slide 75

Slide notes: Click the **Delete** button beside the makeup day you wish to delete.

Warning: Are you sure you want to delete this item? Failure to save your data prior to deleting a row will result in a data loss. Be sure to save your data before clicking Delete here. If you still wish to continue, click OK.

Click the OK button

Click the OK button

Slide 76

Slide notes: A warning will appear, advising that any data entered before clicking the Delete button will be lost. If you have previously saved your data, click the **OK** button.

Calendar Track
 Status: Closed Last updated: 7/13/2011 2:16:43 PM Last updated by: amwmm0208

Reporting Period	Begin Date	End Date	Days Taught	Six-Week Report Due Date
Reporting Period 1	8/30/2010	10/21/2010	27	10/1/2010
Reporting Period 2	9/26/2010	11/10/2010	20	11/20/2010
Reporting Period 3	11/11/2010	1/3/2011	20	1/15/2011
Reporting Period 4	1/14/2011	2/28/2011	31	3/15/2011
Reporting Period 5	3/9/2011	4/20/2011	26	4/30/2011
Reporting Period 6	4/21/2011	6/2/2011	30	6/13/2011

Slide 77

Slide notes: When you delete a make-up day from the non-instructional list, it becomes an instructional day, and the days taught in the 6th reporting period in which the make-up day was removed, should now be one day more, or 30 days.

Calendar Track
 Status: Closed Last updated: 7/13/2011 2:16:43 PM Last updated by: amwmm0208

Reporting Period	Begin Date	End Date	Days Taught	Six-Week Report Due Date
Reporting Period 1	8/30/2010	10/21/2010	27	10/1/2010
Reporting Period 2	9/26/2010	11/10/2010	20	11/20/2010
Reporting Period 3	11/11/2010	1/3/2011	26	1/15/2011
Reporting Period 4	1/14/2011	2/28/2011	31	3/15/2011
Reporting Period 5	3/9/2011	4/20/2011	29	4/30/2011
Reporting Period 6	4/21/2011	6/2/2011	30	6/13/2011

Total Days Taught: 176
 Waiver Days: 5
 Total Days: 181

Slide 78

Slide notes: If you do not see a change in the days taught in the reporting period where you made a change, it may mean that the non-instructional days you added or deleted do not fall within a six-week reporting period. In this case you may need to adjust your reporting periods, or contact the charter administrator for additional help.

Slide 79

Slide notes: Please note that if the charter school has already converted the initial make-up days to instructional days, or if the initial makeup days have passed when the school was closed, you may convert another holiday in the non-instructional days list to an instructional day by deleting it from the non-instructional list, or you may extend a reporting period to add instructional days.

Slide 80

Slide notes: If a charter school has a waiver for a 'Health or Safety Day closed,' and will not be making it up, please refer to the Student Attendance Accounting Handbook for additional guidance on Health or Safety Day waivers, and select the appropriate waiver day from the non-instructional days list. Please make sure that you maintain a copy of the waiver on file for audit purposes.

Slide 81

Slide notes: The final step, when revising a previously submitted report, is to enter comments describing the changes that were made to the report.

Slide 82

Slide notes:

Slide 83

Slide notes: If the user comments section has notes from the previous submission, please delete those notes before adding the comments that pertain to this change.

Slide 84

Slide notes: Highlight the comments...

Slide 85
Slide notes: ..and then click the ****Delete**** button.

Slide 86
Slide notes:

Slide 87
Slide notes: After you have deleted the current comments, add the new comments describing the change.

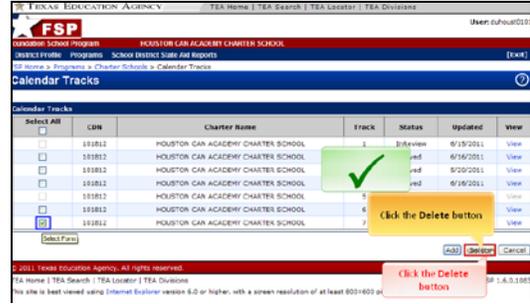
Slide 88
Slide notes: Then click the save button.

Slide 89
Slide notes: Verify that all changes are correct by comparing the FSP calendar to the calendar on your Student Attendance Accounting Software. If all changes are correct, click the ****Submit to Superintendent button.**** As discussed in the approval process, these data will be sent to the District Approver (usually the Superintendent) for approval, then will be forwarded to TEA.

Slide 90
Slide notes: Remember the best way to exit ****ANY**** page is by clicking the Cancel button. This will stop the page from locking, which could prevent others from accessing the information, if needed.



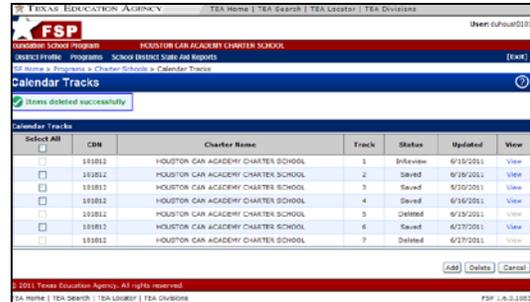
Slide 91
Slide notes:



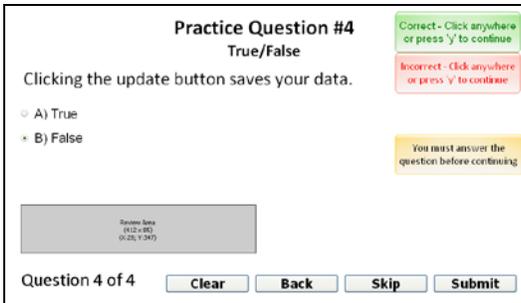
Slide 92
Slide notes: Charter Schools can delete Calendar Tracks only if no six-week reporting periods have been approved for the selected Calendar Track. To delete a track, select the form by clicking the box beside the relevant track, and then click the ****Delete**** button.



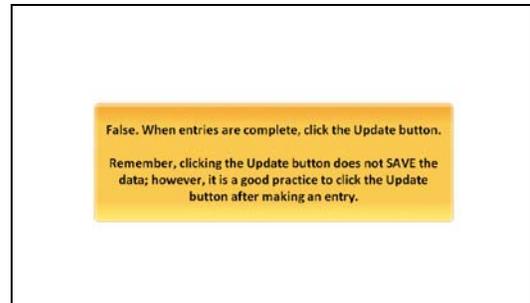
Slide 93
Slide notes: A pop-up box will appear on the screen advising that deleting the calendar track will permanently prohibit the use of this track number in the future. Click OK to permanently delete the selected calendar track.



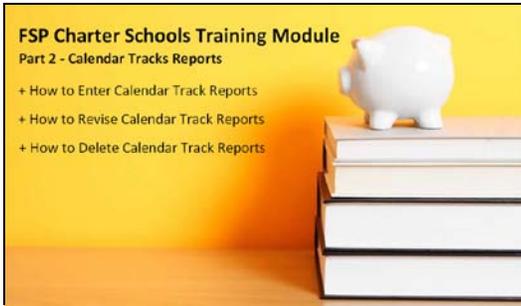
Slide 94
Slide notes: A confirmation message will appear indicating that the track was successfully deleted.



Slide 95
Slide notes: True or False: Clicking the update button saves your data.



Slide 96
Slide notes: False. When entries are complete, click the Update button. Remember clicking the ****Update**** button does not ****SAVE**** the data, however it is a good practice to click the update button after making an entry.



Slide 97

Slide notes: Congratulations! You have completed the Calendar Tracks part of the FSP Charter Schools training module. You have learned how to... Enter Calendar Track Reports, Revise Calendar Track Reports, and Delete Calendar Track Reports. To continue your Charter Schools training, return to the training home page and select the next part.



Slide 98

Slide notes: