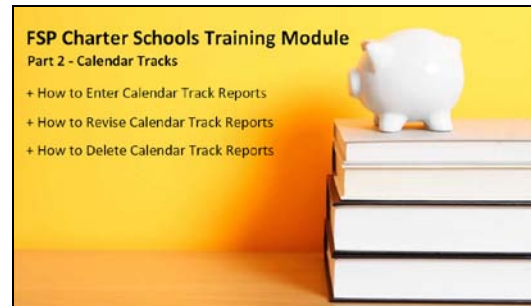


Slide 1

Slide notes:



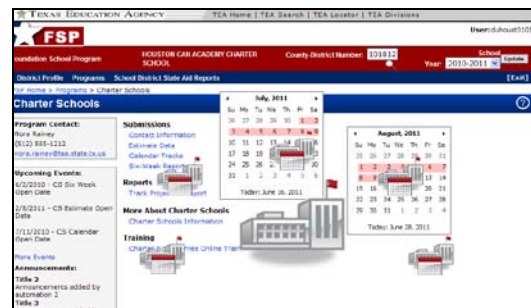
Slide 2

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:



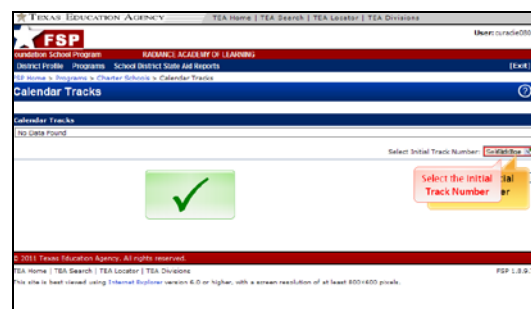
Slide 4

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.



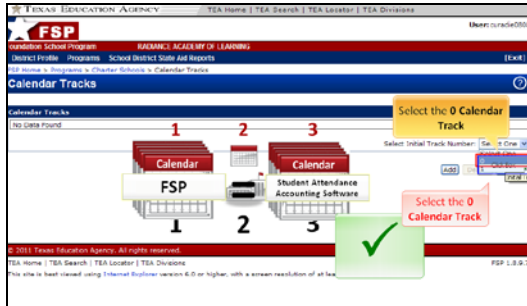
Slide 5

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.**



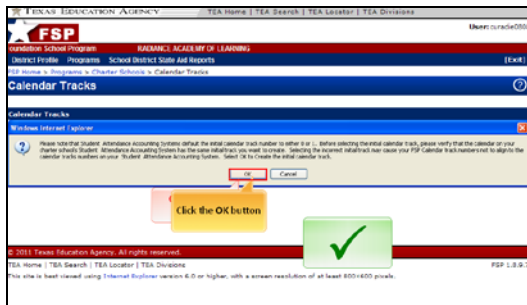
Slide 7

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.



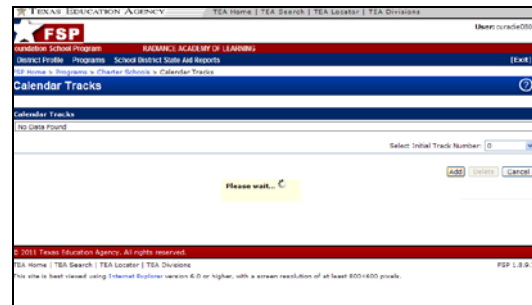
Slide 8

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.



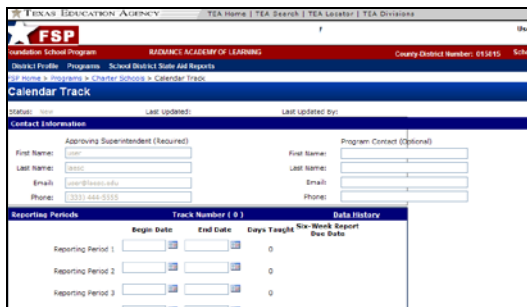
Slide 9

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

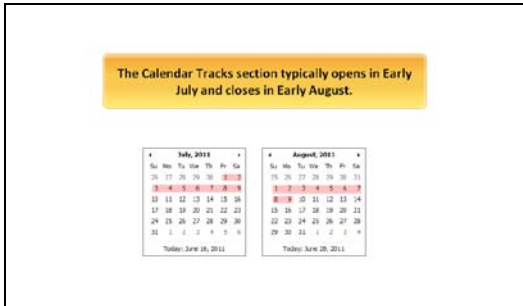
Slide notes: A blank Calendar Track page will open. You will note that the Contact information displays at the top of the page.

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.

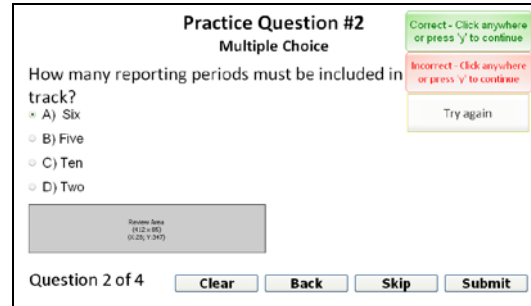
Slide 18

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



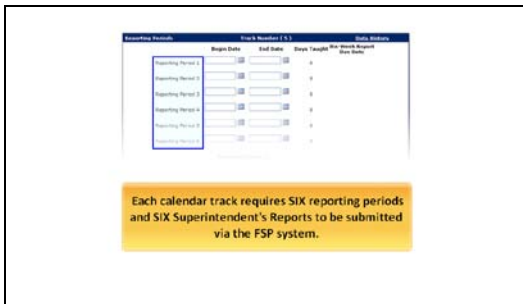
Slide 19

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?



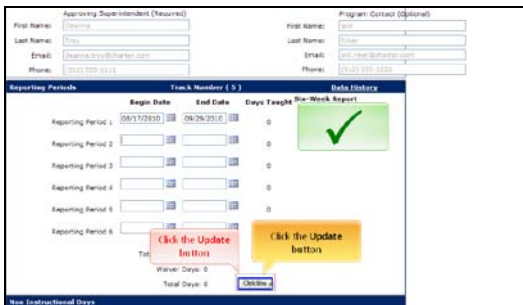
Slide 21

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



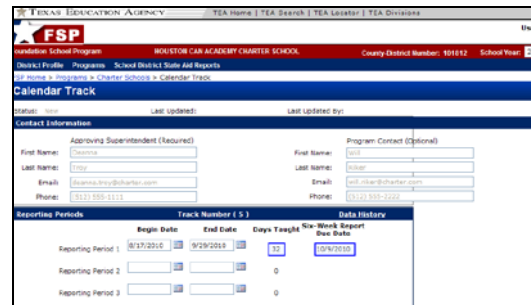
Slide 22

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.

Reporting Period	Begin Date	End Date	Days Taught	Six-Week Report Due Date
Reporting Period 1	8/17/2010	9/29/2010	32	10/9/2010
Reporting Period 2	9/30/2010	11/11/2010	31	11/21/2010
Reporting Period 3			0	
Reporting Period 4			0	
Reporting Period 5			0	
Reporting Period 6			0	

Total Days Taught: 63
 Unused Days: 0
 Total Days: 63
 Update

Slide 25

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

Reporting Period	Begin Date	End Date	Days Taught	Six-Week Report Due Date
Reporting Period 1	8/17/2010	9/29/2010	32	10/9/2010
Reporting Period 2	9/30/2010	11/11/2010	31	11/21/2010
Reporting Period 3	4 June 2011		0	
Reporting Period 4			0	
Reporting Period 5			0	
Reporting Period 6			0	

Total Days Taught: 63
 Unused Days: 0
 Total Days: 63
 Update

Slide 26

Slide notes: Navigate to the month needed...

Reporting Period	Begin Date	End Date	Days Taught	Six-Week Report Due Date
Reporting Period 1	8/17/2010	9/29/2010	32	10/9/2010
Reporting Period 2	9/30/2010	11/11/2010	31	11/21/2010
Reporting Period 3	4 November 2010		0	
Reporting Period 4			0	
Reporting Period 5			0	
Reporting Period 6			0	

Total Days Taught: 63
 Unused Days: 0
 Total Days: 63
 Update

Slide 27

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

Reporting Period	Begin Date	End Date	Days Taught	Six-Week Report Due Date
Reporting Period 1	8/17/2010	9/29/2010	32	10/9/2010
Reporting Period 2	9/30/2010	11/11/2010	31	11/21/2010
Reporting Period 3	11/11/2010		0	
Reporting Period 4			0	
Reporting Period 5			0	
Reporting Period 6			0	

Total Days Taught: 63
 Unused Days: 0
 Total Days: 63
 Update

Slide 28

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

Reporting Period	Begin Date	End Date	Days Taught	Six-Week Report Due Date
Reporting Period 1	8/17/2010	9/29/2010	32	10/9/2010
Reporting Period 2	9/30/2010	11/11/2010	31	11/21/2010
Reporting Period 3	11/11/2010	12/15/2010	0	
Reporting Period 4	01/19/2011	03/02/2011	0	
Reporting Period 5	03/03/2011	04/21/2011	0	
Reporting Period 6	04/22/2011	06/04/2011	0	

Total Days Taught: 63
 Unused Days: 0
 Total Days: 63
 Update

Slide 29

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

Reporting Period	Begin Date	End Date	Days Taught	Six-Week Report Due Date
Reporting Period 1	8/17/2010	9/29/2010	32	10/9/2010
Reporting Period 2	9/30/2010	11/11/2010	31	11/21/2010
Reporting Period 3	11/11/2010	12/15/2010	46	1/23/2011

Slide 30

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

FSP
Houston Car Academy Charter School
County District Number: 101612 School Year: 2011

Calendar Track

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

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

Reporting Periods

Reporting Period	Begin Date	End Date	Days Taught	Non-Week Report Due Date
Reporting Period 1	8/17/2010	9/29/2010	32	10/19/2010
Reporting Period 2	9/29/2010	11/11/2010	31	11/23/2010
Reporting Period 3	11/23/2010	1/18/2011	46	1/29/2011

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.

Weekend Instructional Days

Begin Date End Date No. of Days

Total Weekend Instructional Days: 0

Save **Submit to Superintendent** **Cancel**

Slide 32

Slide notes: Click the **SAVE** button

Warning

Calendar Track Data form saved successfully. However, the form is not complete until all required data has been entered. Each Calendar Track must have a minimum of 8 reporting periods. If your charter school will only operate for a part of the school year, please contact the Division of State Services for assistance.

The Calendar has less than 100 Total Days (Total Days Taught + Waiver Days) and will not receive 100% funding on the reporting attendance for this calendar track. In the comments field, please indicate your acknowledgment that the charter school will not receive 100% funding for this calendar track.

Calendar must include a minimum of two total Make-up days/health or Safety Days Closed.

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

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
Select One	8/17/2010	9/29/2010	2
Select One	9/29/2010	11/11/2010	3
Select One	11/11/2010	1/18/2011	3
Select One	1/18/2011	3/12/2011	3
Select One	3/12/2011	5/8/2011	3
Select One	5/8/2011	7/2/2011	3
Select One	7/2/2011	9/6/2011	3
Select One	9/6/2011	11/10/2011	3
Select One	11/10/2011	1/14/2012	3
Select One	1/14/2012	3/11/2012	3
Select One	3/11/2012	5/7/2012	3
Select One	5/7/2012	7/1/2012	3

Save

Slide 34

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

Warning

Calendar Track Data form saved successfully. However, the form is not complete until all required data has been entered. Each Calendar Track must have a minimum of 8 reporting periods. If your charter school will only operate for a part of the school year, please contact the Division of State Services for assistance.

The Calendar has less than 100 Total Days (Total Days Taught + Waiver Days) and will not receive 100% funding on the reporting attendance for this calendar track. In the comments field, please indicate your acknowledgment that the charter school will not receive 100% funding for this calendar track.

Calendar must include a minimum of two total Make-up days/health or Safety Days Closed.

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

Save

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
Select One	8/17/2010	9/29/2010	2
Select One	9/29/2010	11/11/2010	3
Select One	11/11/2010	1/18/2011	3
Select One	1/18/2011	3/12/2011	3
Select One	3/12/2011	5/8/2011	3
Select One	5/8/2011	7/2/2011	3
Select One	7/2/2011	9/6/2011	3
Select One	9/6/2011	11/10/2011	3
Select One	11/10/2011	1/14/2012	3
Select One	1/14/2012	3/11/2012	3
Select One	3/11/2012	5/7/2012	3
Select One	5/7/2012	7/1/2012	3

Save

Slide 36

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

Waiver Days: 0
Total Days: 207

Non Instructional Days

	Begin Date	End Date	No. of Days
LABOR DAY	09/07/2010	09/07/2010	1
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0

Slide 37

Slide notes: Enter the Begin Date.

Waiver Days: 0
Total Days: 207

Non Instructional Days

	Begin Date	End Date	No. of Days
LABOR DAY	09/07/2010	09/07/2010	1
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0

Slide 38

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

Waiver Days: 0
Total Days: 207

Non Instructional Days

	Begin Date	End Date	No. of Days
LABOR DAY	09/07/2010	09/07/2010	1
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0

Slide 39

Slide notes: Enter the End Date.

Waiver Days: 0
Total Days: 207

Non Instructional Days

	Begin Date	End Date	No. of Days
LABOR DAY	09/07/2010	09/07/2010	1
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0

Total Non Instructional Days: 0

Weekend Instructional Days

Begin Date End Date No. of Days

Slide 40

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

Waiver Days: 0
Total Days: 207

Non Instructional Days

	Begin Date	End Date	No. of Days
LABOR DAY	09/07/2010	09/07/2010	1
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0

Total Non Instructional Days: 0

Weekend Instructional Days

Begin Date End Date No. of Days

Slide 41

Slide notes:

Reporting Period 1: 09/07/2010 - 09/07/2010
Reporting Period 2: 09/07/2010 - 09/07/2010

Total Days Taught: 20
Waiver Days: 0
Total Days: 20

Non Instructional Days

	Begin Date	End Date	No. of Days
LABOR DAY	09/07/2010	09/07/2010	1
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0

Weekend Instructional Days

Begin Date End Date No. of Days

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**** 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 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.

CDN	Charter Name	Track	Status	Updated	View
131813	HOUSTON CAN ACADEMY CHARTER SCHOOL	1	In Review	6/18/2011	View
131812	HOUSTON CAN ACADEMY CHARTER SCHOOL	2	Saved	5/19/2011	View
131811	HOUSTON CAN ACADEMY CHARTER SCHOOL	3	Saved	6/20/2011	View
131810	HOUSTON CAN ACADEMY CHARTER SCHOOL	4	Saved	6/18/2011	View
131812	HOUSTON CAN ACADEMY CHARTER SCHOOL	5	Submitted/Supervisor	6/13/2011	View

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:

Reporting Period	Status	Last Updated	Last Updated By
9/18/2010	17		
9/28/2010	17		
11/11/2010	17		
1/14/2011	17		
3/5/2011	17		
4/21/2011	17		

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.

Reporting Period: 6/1/2011 - 6/30/2011 29 6/12/2011

Total Days Taught: 176
 Waiver Days: 8
 Total Days: 184

New Instructional Days

	Begin Date	End Date	No. of Days
General Staff Development Waiver Day	10/1/2010	10/1/2010	1
Mathematics Staff Development Waiver Day	12/20/2010	12/20/2010	1
Winter Break	12/11/2010	1/1/2011	9
Reading/Language Arts Staff Development Waiver Day	1/4/2011	1/4/2011	1
Spring Break	3/21/2011	3/24/2011	4
Makeup Day	6/1/2011	6/1/2011	1
Makeup Day	6/2/2011	6/2/2011	1

Select One

Slide 61

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

Charter School - Calendar Track

Calendar Track

Status: Saved Last Updated: 7/13/2011 1:04:00 PM Last Updated By: dunnem008

Contact Information

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

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

Reporting Periods

Reporting Period	Begin Date	End Date	Days Taught	Days Report Due Date
Reporting Period 1	8/16/2010	9/27/2010	27	10/1/2010
Reporting Period 2	9/28/2010	11/10/2010	30	11/20/2010
Reporting Period 3	11/11/2010	1/3/2011	25	1/13/2011
Reporting Period 4	1/14/2011	2/16/2011	32	2/18/2011
Reporting Period 5	2/17/2011	4/30/2011	26	4/30/2011
Reporting Period 6	4/21/2011	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

Reporting Period: 6/1/2011 - 6/30/2011 29 6/12/2011

Total Days Taught: 176
 Waiver Days: 8
 Total Days: 184

New Instructional Days

	Begin Date	End Date	No. of Days
General Staff Development Waiver Day	10/1/2010	10/1/2010	1
Mathematics Staff Development Waiver Day	12/20/2010	12/20/2010	1
Winter Break	12/11/2010	1/1/2011	9
Reading/Language Arts Staff Development Waiver Day	1/4/2011	1/4/2011	1
Spring Break	3/21/2011	3/24/2011	4
Makeup Day	6/1/2011	6/1/2011	1
Makeup Day	6/2/2011	6/2/2011	1

Select One

Slide 63

Slide notes:

New Instructional Days

	Begin Date	End Date	No. of Days
General Staff Development Waiver Day	10/1/2010	10/1/2010	1
Mathematics Staff Development Waiver Day	12/20/2010	12/20/2010	1
Winter Break	12/11/2010	1/1/2011	9
Reading/Language Arts Staff Development Waiver Day	1/4/2011	1/4/2011	1
Spring Break	3/21/2011	3/24/2011	4
Makeup Day	6/1/2011	6/1/2011	1
Makeup Day	6/2/2011	6/2/2011	1

Select One

Click to add a Non-Instructional Day

Click to add a Non-Instructional Day

Slide 64

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

New Instructional Days

	Begin Date	End Date	No. of Days
General Staff Development Waiver Day	10/1/2010	10/1/2010	1
Mathematics Staff Development Waiver Day	12/20/2010	12/20/2010	1
Winter Break	12/11/2010	1/1/2011	9
Reading/Language Arts Staff Development Waiver Day	1/4/2011	1/4/2011	1
Spring Break	3/21/2011	3/24/2011	4
Makeup Day	6/1/2011	6/1/2011	1
Makeup Day	6/2/2011	6/2/2011	1

Select One

Select Health or Safety Day Closed

Slide 65

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

New Instructional Days

	Begin Date	End Date	No. of Days
General Staff Development Waiver Day	10/1/2010	10/1/2010	1
Mathematics Staff Development Waiver Day	12/20/2010	12/20/2010	1
Winter Break	12/11/2010	1/1/2011	9
Reading/Language Arts Staff Development Waiver Day	1/4/2011	1/4/2011	1
Spring Break	3/21/2011	3/24/2011	4
Makeup Day	6/1/2011	6/1/2011	1
Makeup Day	6/2/2011	6/2/2011	1

Select One

Click on the date field

Click on the date field

Slide 66

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

Non Instructional Days			
	Begin Date	End Date	No. of Days
General Staff Development Waiver Day	10/1/2010	10/13/2010	3
Mathematics Staff Development Waiver Day	12/20/2010	12/29/2010	1
Winter Break	12/21/2010	1/1/2011	9
Reading/Language Arts Staff Development Waiver Day	1/4/2011	1/4/2011	1
Spring Break	3/22/2011	3/24/2011	4
Makeup Day	6/1/2011	6/1/2011	1
Makeup Day	6/2/2011	6/2/2011	1
Health or Safety Day Closed			0
Select One			0
Select One			0
Select One			0

Slide 67

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

Non Instructional Days			
	Begin Date	End Date	No. of Days
General Staff Development Waiver Day	10/1/2010	10/13/2010	3
Mathematics Staff Development Waiver Day	12/20/2010	12/29/2010	1
Winter Break	12/21/2010	1/1/2011	9
Reading/Language Arts Staff Development Waiver Day	1/4/2011	1/4/2011	1
Spring Break	3/22/2011	3/24/2011	4
Makeup Day	6/1/2011	6/1/2011	1
Makeup Day	6/2/2011	6/2/2011	1
Health or Safety Day Closed			0
Select One			0
Select One			0
Select One			0

Slide 68

Slide notes:

Non Instructional Days			
	Begin Date	End Date	No. of Days
General Staff Development Waiver Day	10/1/2010	10/13/2010	3
Mathematics Staff Development Waiver Day	12/20/2010	12/29/2010	1
Winter Break	12/21/2010	1/1/2011	9
Reading/Language Arts Staff Development Waiver Day	1/4/2011	1/4/2011	1
Spring Break	3/22/2011	3/24/2011	4
Makeup Day	6/1/2011	6/1/2011	1
Makeup Day	6/2/2011	6/2/2011	1
Health or Safety Day Closed			0
Select One			0
Select One			0
Select One			0

Slide 69

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

Non Instructional Days			
	Begin Date	End Date	No. of Days
Spring Break	3/21/2011	3/24/2011	4
Makeup Day	6/1/2011	6/1/2011	1
Makeup Day	6/2/2011	6/2/2011	1
Health or Safety Day Closed	12/21/2010	12/29/2010	9
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Total Non Instructional Days: 20			
Add Row Update			

Slide 70

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

Non Instructional Days			
	Begin Date	End Date	No. of Days
Spring Break	3/21/2011	3/24/2011	4
Makeup Day	6/1/2011	6/1/2011	1
Makeup Day	6/2/2011	6/2/2011	1
Health or Safety Day Closed	12/21/2010	12/29/2010	9
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Total Non Instructional Days: 20			
Add Row Update			

Slide 71

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

Non Instructional Days			
	Begin Date	End Date	No. of Days
Spring Break	3/21/2011	3/24/2011	4
Makeup Day	6/1/2011	6/1/2011	1
Makeup Day	6/2/2011	6/2/2011	1
Health or Safety Day Closed	12/21/2010	12/29/2010	9
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Select One			0
Total Non Instructional Days: 20			
Add Row Update			

Slide 72

Slide notes:

Charter School's Programs > Charter Schools > Calendar Track

Calendar Track

Status: Saved Last updated: 7/13/2011 3:16:43 PM Last updated by: danner0208

Contact Information

Approving Superintendent (Required)

First Name: [Text] Last Name: [Text] Email: [Text] Phone: [Text]

Program Contact (Optional)

First Name: [Text] Last Name: [Text] Email: [Text] Phone: [Text]

Reporting Periods

Track Number (3)	Begin Date	End Date	Days Taught	Six-Week Report Due Date
Reporting Period 1	8/16/2010	9/21/2010	27	10/1/2010
Reporting Period 2	9/26/2010	11/10/2010	30	11/20/2010
Reporting Period 3	11/11/2010	1/3/2011	25	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	6/17/2011

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	10/1/2010	10/1/2010	1
Mathematics Staff Development Waiver Day	12/10/2010	12/10/2010	1
Winter Break	12/11/2010	1/1/2011	9
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

	Begin Date	End Date	No. of Days
General Staff Development Waiver Day	10/1/2010	10/1/2010	1
Mathematics Staff Development Waiver Day	12/10/2010	12/10/2010	1
Winter Break	12/11/2010	1/1/2011	9
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

Click the Delete button

Click the Delete button

Slide 75

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

Non-Instructional Days

	Begin Date	End Date	No. of Days
General Staff Development Waiver Day	10/1/2010	10/1/2010	1
Mathematics Staff Development Waiver Day	12/10/2010	12/10/2010	1
Winter Break	12/11/2010	1/1/2011	9
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

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.

Charter School's Programs > Charter Schools > Calendar Track

Calendar Track

Status: Saved Last updated: 7/13/2011 3:16:43 PM Last updated by: danner0208

Contact Information

Approving Superintendent (Required)

First Name: [Text] Last Name: [Text] Email: [Text] Phone: [Text]

Program Contact (Optional)

First Name: [Text] Last Name: [Text] Email: [Text] Phone: [Text]

Reporting Periods

Track Number (3)	Begin Date	End Date	Days Taught	Six-Week Report Due Date
Reporting Period 1	8/16/2010	9/21/2010	27	10/1/2010
Reporting Period 2	9/26/2010	11/10/2010	30	11/20/2010
Reporting Period 3	11/11/2010	1/3/2011	29	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	6/17/2011

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.

Charter School's Programs > Charter Schools > Calendar Track

Calendar Track

Status: Saved Last updated: 7/13/2011 3:16:43 PM Last updated by: danner0208

Contact Information

Approving Superintendent (Required)

First Name: [Text] Last Name: [Text] Email: [Text] Phone: [Text]

Program Contact (Optional)

First Name: [Text] Last Name: [Text] Email: [Text] Phone: [Text]

Reporting Periods

Track Number (3)	Begin Date	End Date	Days Taught	Six-Week Report Due Date
Reporting Period 1	8/16/2010	9/21/2010	27	10/1/2010
Reporting Period 2	9/26/2010	11/10/2010	30	11/20/2010
Reporting Period 3	11/11/2010	1/3/2011	29	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	6/17/2011

Total Days Taught: 176

Waiver Days: 0

Total Days: 176

Update

Non-Instructional Days

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.

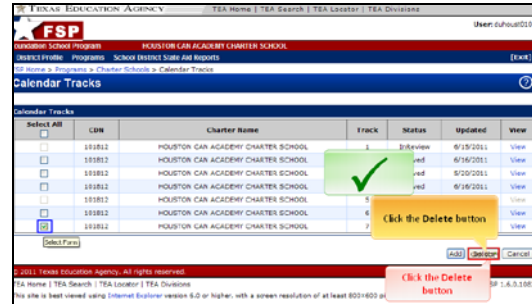
Slide 90

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:



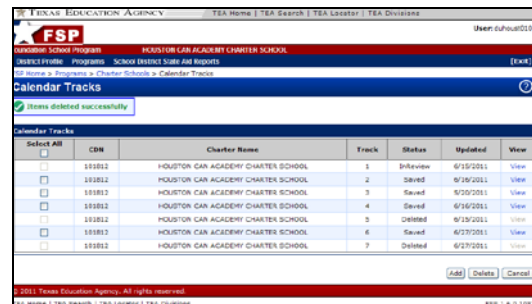
Slide 92

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.



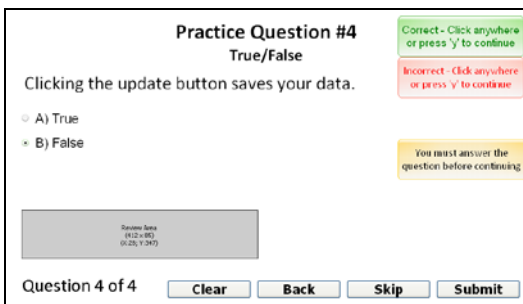
Slide 93

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.



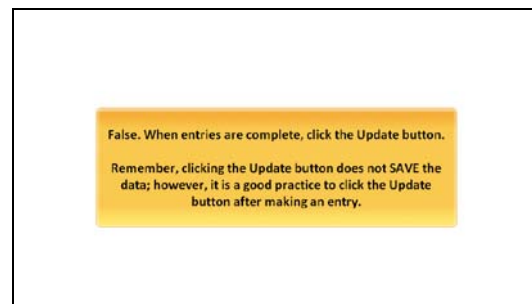
Slide 94

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.



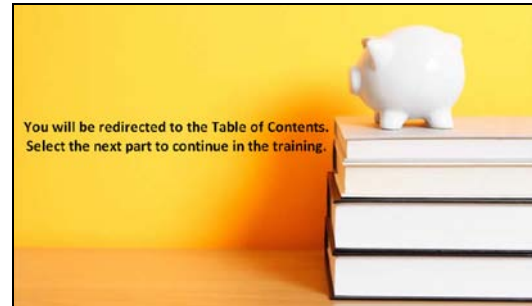
Slide 96

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: