



Data Entry OFSDP Responsibility:

eSchoolPLUS Coding

**PLEASE REMEMBER THAT ARP STUDENTS (CALENDAR 7) ARE NEVER PART OF YOUR ATTENDANCE CAMPUS BALANCING
(But you must ensure that ADA 7 & Calendar 7 dates match)**

At the beginning of each six weeks:

- Code the students that will be in ARP by updating their ADA and Calendar
 - **Menu > Registration > Programs > PEIMS Demographics >**
 1. **Close ADA Eligibility Vector** with the Starting Date of the Six weeks
 2. **Open new ADA Eligibility Vector** with Starting Date of Six weeks and **Value = 7 Eligible - Flexible attendance program participation**
 3. **Open Flexible Attendance Program Vector** with Starting Date of six weeks Value = 1 Optional Flexible School Day Program (OFSDP)
 - **Menu > Registration > Entry/Withdrawal**
 - Withdraw students using **Withdraw Code WDS** and **Withdrawal Date = Starting Date of six weeks.**
 - Add New Vector with **Entry Date = Starting Date of six weeks, Entry Type = RFLEX,** and **Calendar = 7– Flex**

Code the students that will stop being in ARP

Menu > Registration > Programs > PEIMS Demographics >

- Close **ADA Eligibility Vector** with Starting Date of six weeks

- Open **ADA Eligibility Vector** with Starting Date of six weeks = Corresponding ADA Code (usually this will be 1-Full Day)

- Close **Flexible Attendance Program** vector with Starting Date of six weeks
- **eSchoolPLUS > Student Summary > Entry/Withdrawal**
- Update the Calendar to 0-Regular

- Withdrawal students using Code WDS and **Withdrawal Date** = Starting Date of six weeks

- Add New Entry Line with **Entry Date = Starting Date** of six weeks, **Entry Type = EO**, and **Calendar=0 Regular**