



Updating Extended Day Indicators

Updates in June and early July

Prior to the ATS grade bump schools will update the **FUTURE** Extended Day Indicator. Schools should choose to update FUT EX INSTR PD when updating records in June and early July

In ATS: navigate to the BIOC screen

Select Menu option (6) UPSI—Update Student Indicators

Press Right Ctrl to see all students or Enter Grade/Class and press Right Ctrl

Press F5/Indicators to view all available indicators

All student indicators will display:

1. Enter a 1 in the field next to FUT EX INSTR PD and press F2
2. Press Right Ctrl to display the students
3. Edit the indicator and save

M=Mandated to attend extended day session.

Student will be scheduled for busing based on school's extended day schedule.

V=Voluntarily attending extended day session.

Student will be scheduled for busing based on school's extended day schedule.

N=Not Applicable

Student either does not attend extended day session or school does not have extended day sessions. Student will be scheduled for busing based on school's regular schedule.

Example:

School regular schedule is 8am – 2:40 Mon-Fri

School Extended Day schedule is 8am – 3:10 (Mon-Thurs)

Mandated (or **Voluntary**) student will be routed for PM pickup at 3:10 Mon-Thurs and at 2:40 Fri

Not Applicable student will be routed for PM pickup at 2:40 Mon-Fri

Indicators should be adjusted for both GE and SE students



Updates after the July grade bump

Schools update the EX INSTR PD indicator when updating records after ATS “bumps” students into the next grade in mid-July

In ATS: navigate to the BIOC screen

Select Menu option (6) UPSI—Update Student Indicators

Press Right Ctrl to see all students or Enter Grade/Class and press Right Ctrl

Press F5/Indicators to view all available indicators

All student indicators will display:

4. Enter a 1 in the field next to EX INSTR PD and press F2
5. Press Right Ctrl to display the students
6. Edit the indicator and save

M=Mandated to attend extended day session.

Student will be scheduled for busing based on school’s extended day schedule.

V=Voluntarily attending extended day session.

Student will be scheduled for busing based on school’s extended day schedule.

N=Not Applicable

Student either does not attend extended day session or school does not have extended day sessions. Student will be scheduled for busing based on school’s regular schedule.

Example:

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Not Applicable student will be routed for PM pickup at 2:40 Mon-Fri

Indicators should be adjusted for both GE and SE students as needed by the school

Any updates entered after the grade bump will not be reflected in September routes—these changes, and any made in ATS through October 4, 2013 will be reflected in routes active November 4, 2013.

Schools should review their ridership reports in late August to review all student codes and routes for extended day sessions. Students should be placed on buses according to their indicators. If a student should attend the extended day sessions but the indicator has not been adjusted, the student should be placed on the early bus until the indicator is changed by the October 4 deadline and the route is changed by November 4.

Examples of Student Indicator Screens:

Choose the correct indicator to update

```

PROFILE 30-Q-150      New York City Public Schools      12-12-11 13:20:40
BIOG0260              01996-EJACOBS2
==>
NAME:                  DOB: 08/28/03  SEX: M  STUDENT ID:

                                AIS SERVICES
_ BILINGUAL            _ FOSTR HOME      M ELA ELIG          _ SCHOOL A          _ INTV
_ ESL                  _ TEMP HOUS      _ ELA PART          _ SCHOOL B          _ POST GRD PL
R LEP                  P HEALTH INS     M MATH ELIG         _ SCHOOL C          _ MAINSTRM
_ SPEC ED              _ GIFTED          _ MATH PART         _ DIST A            P YTD ATTEND
_ IEP SPEC ED         _ REL TIME        _ SCI PART          _ DIST B            _ ELA PROF
_ RES ROOM             _ EXTEND DAY      _ SS PART           _ DIST C            _ MATH PROF
_ ADD'L RS             _ CHAP 53         _ SUPP SVC          407 FLAG           U HEALTH ALRT
_ COUNSEL              _ PLUS PROG       _ ELA AT RISK       _ ONGNG SVC         _ FUT EX INST
_ SPCH SVC             _ SUMM SCHL       _ CELL PH XMT       _ SECT 504          _ RETAIN FLAG
_ CTT PART             5 MEAL CODE      _ BESIS ST          _ SL COMM           _ EX INSTR PD
_ SETSS                C IMMUN STATUS   _ TEST MOD          _ COHORT YR
  
```

Update this indicator in June

1 FUT EX INST

F1/Help F2/ F3/Quit-return F4/ F5/Comments F6/
F7/ F8/ F9/ F10/ F11/ F12/Exit

```

PROFILE 30-Q-150      New York City Public Schools      12-12-11 13:20:40
BIOG0260              01996-EJACOBS2
==>
NAME:                  DOB: 08/28/03  SEX: M  STUDENT ID:

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_ SPEC ED              _ GIFTED          _ MATH PART         _ DIST A            P YTD ATTEND
_ IEP SPEC ED         _ REL TIME        _ SCI PART          _ DIST B            _ ELA PROF
_ RES ROOM             _ EXTEND DAY      _ SS PART           _ DIST C            _ MATH PROF
_ ADD'L RS             _ CHAP 53         _ SUPP SVC          407 FLAG           U HEALTH ALRT
_ COUNSEL              _ PLUS PROG       _ ELA AT RISK       _ ONGNG SVC         _ FUT EX INST
_ SPCH SVC             _ SUMM SCHL       _ CELL PH XMT       _ SECT 504          _ RETAIN FLAG
_ CTT PART             5 MEAL CODE      _ BESIS ST          _ SL COMM           _ EX INSTR PD
_ SETSS                C IMMUN STATUS   _ TEST MOD          _ COHORT YR
  
```

Update this indicator after the ATS rollover and in the fall

1 EX INSTR PD

F1/Help F2/ F3/Quit-return F4/ F5/Comments F6/
F7/ F8/ F9/ F10/ F11/ F12/Exit