



Session 372

Flex Attendance Setup Period

Presenter

Allison Lambson

Aeries Support Supervisor

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About this Session



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- Session 372 documentation and Power Point:
 - <https://support.aeries.com/support/solutions/articles/14000139244-session-372-flex-attendance-for-period-attendance-schools>
- Spring 2024 AeriesCon Sessions and documentation:
 - <https://support.aeries.com/support/solutions/folders/14000117997>

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Expected Outcomes



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- Be familiar with the School Options setup in a Period Attendance school using Flex Scheduling
- Know the supported attendance setups for Flex schools
- Be familiar with the Security Tables needed for Flex Attendance
- Learn the visual differences between classic and Flex Attendance
- Learn how to set up Flex Periods and Class Calendars
- Learn where to find Flex Reports and Flex Queries in the KBA
- Learn about the Table and Field Conversions for Flex
- Be familiar with Related Tables

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Flex Attendance – Security and Tables

Table	Permission	Description
Flex Scheduling Feature Flag	Admin	Flex Scheduling must be enabled Use Staff ID Based Counselor Tracking must be enabled
OPT	Admin User: Read, Update	A User must have Read and Update permission to update either Track Primary Classes for Students option or Use Staff ID Based Counselor Tracking option.

Table	Field	Description
School Options (OPT)	NM	TrackPrimaryClasses = true
School Options (OPT)	NM	UseStaffIDBasedCounselorTracking = true

Attendance Tables	Permission	Description
Flex Periods (FTF)*	Read Insert Update Delete	View page Add new record Update records Delete Records *Full permissions are necessary to setup Flex Periods See Flex Period for more info.
Flex Period Times (FTT)*	N/A	Security is mirrored using FTF and will not be listed on the Security page)
Bell Schedule Definitions (BSD)	Read Insert Update Delete	View page Add new record Update records Delete Records Used in conjunction with Flex Period Times (FTT) See Bell Scheduler for more info.
Class Calendars (CCL)*	Read Insert Update Delete	View page Add new record Update records Delete Records *Full permissions are necessary to setup Class Calendars See Class Calendar for more info.

Attendance Tables	Permission	Description
Class Calendar Dates (CCD)*	N/A	Security is mirrored using CCL and will not be listed on the Security page)
Calendar (DAY)	Read Insert Update Delete	View page Add new record Update records Delete Records See Calendar for details.
Class Attendance (CAT)* (Student Attendance)	Read Insert Update Delete	View page Add new record Update records Delete Records See Student Attendance for more info.
Attendance Notes (ATN)	Read Insert Update Delete	View page Add new record Update records Delete Records
Course Attendance (CAR)	Read Insert Update Delete	View page Add new record Update records Delete Records

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Flex Attendance – Security and Tables

Flex Scheduling Feature Flag	Admin	Flex Scheduling must be enabled Use Staff ID Based Counselor Tracking must be enabled
OPT	Admin User: Read, Update	A User must have Read and Update permission to update either Track Primary Classes for Students option or Use Staff ID Based Counselor Tracking option.

Table	Permission	Description
Attendance Data (ATT)	Read Insert Update Delete Mass Update	View page Add new record Update records Delete Records To over-ride a locked month on the Mass Change Attendance page
Attendance Log (ATL)	Read Insert Update Delete	View page Add new record Update records Delete Records
Attendance Submission Log (CAS)	Read	View the Attendance Submission Log page Run the Missing Attendance report
Attendance Notes (ATN)	Read Insert Update Delete	View Attendance Notes Add Attendance Notes Update Attendance Notes and Update on the Mass Change Period Absences form. Delete Attendance Notes

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Supported Flex Attendance Setups

ATT Setup	Sched Type	ATT Type	ATT Rptg	Additional Information
Elementary Middle School K-8 School	Flexible	Daily	Neg	<ul style="list-style-type: none"> Attendance is taken once a day All Day code determines ADA Attendance Time is the defined All Day Attendance Management in School Options Primary ADA Time is defined Use Staff in Sections in School Options Track Primary Classes for Students Flex Periods Class Calendars Custom Bell Schedule Standards Based Grades and/or Grade Report Cards Attendance Documentation Flex Scheduling Documentation
Elementary Middle School K-8 School	Flexible	Period	Neg	<ul style="list-style-type: none"> Attendance is taken each period Staggered start times used to accommodate Attendance (AM/PM Kindergarten) All Day code determines ADA Attendance Time is the defined All Day Attendance Management in School Options Populate All-Day Attendance Code Automatically in School Settings Use Staff in Sections in School Options Track Primary Classes for Students Flex Periods Class Calendars Custom Bell Schedule Standards Based Grades and/or Grade Report Cards Attendance Documentation Flex Scheduling Documentation

****When deciding how to set up your Flex School, please consider what reports your school is used to for Attendance Accounting**

- **Flexible – Daily – Negative**
May be used for Elementary, Middle Schools, and K-8 schools
- **Flexible – Period – Negative**
May be used for Elementary, Middle School, K-8, and Secondary schools
- **Flexible – Period – Positive**
May be used for Continuation School

ATT Setup	Sched Type	ATT Type	ATT Rptg	Additional Information
Secondary	Flexible	Period	Neg	<ul style="list-style-type: none"> Attendance is taken each period All Day code determines ADA All Day Att Time Mgmt Use Staff in Sections in School Options Flex Periods Class Calendars Custom Bell Schedule Grade or Secondary Standards Based Grades Report Cards Attendance Documentation Flex Scheduling Documentation
Continuation School	Flexible	Period	Pos	<ul style="list-style-type: none"> Attendance is taken each period Students must be marked as Present or Absent (no blanks should be left in attendance) Students must be enrolled for a minimum of three hours per day Any student attendance over three hours is added to the hours plus column (banked) Use Staff in Sections in School Options Flex Periods Class Calendars Custom Bell Schedule Grade or Secondary Standards Based Grades Report Cards Attendance Documentation Flex Scheduling Documentation

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Flex Attendance School Options

Pre-Requisites – The Feature Flags for Flex Scheduling and Use Staff ID Based Counselor Tracking must be enabled for the district.

- Staff ID Based Counselor Tracking – while this Feature flag is required for Primary Class Tracking (Flex Daily) – it is optional for Secondary Flex Scheduling (Flex Period)
- This feature converts the STU.CU field to STU.CNS, changing Teacher # to Staff ID for counselors.
- If you do not wish to use this feature, Counselors will need to have a Teacher Record maintained in TCH, for the STU.CU field to hold the Counselor name

Feature Flags	
Feature	Description
<input checked="" type="checkbox"/> Flex Scheduling	Flex Scheduling is a new way that Master Schedules can be built. Instead of traditional Periods, "Flex Periods" are used. An unlimited number of Flex Periods can be created, no longer limited to periods 0-9. They can also overlap and have staggered starts. Class Calendars are also used instead of the old "Days of the Week" fields. Flex Scheduling also introduces the concept of "Section Staff" and eliminates the TCH table.
<input type="checkbox"/> Add-On Graduation Requirements	This feature provides a new method and system to define graduation requirements for students. These new requirements are designed to either be added on to the existing subject-area-based graduation requirements or to replace it. This system uses complex AND/OR conditions to define requirements where courses can actually fall into multiple buckets to meet complex requirements. In Texas, this system is called Endorsements.
<input type="checkbox"/> Skills Mastery	This feature provides a new method to track progress towards academic and behavioral standards and to record observations in the classroom.
<input type="checkbox"/> District GPAs	This feature provides a new method and system to define Custom GPAs for the district.
<input type="checkbox"/> Gradebook Custom Marks	This feature provides a way for the district to create custom marks that would be made available to teachers in their gradebooks for added flexibility in marking assignments.
<input checked="" type="checkbox"/> Use Staff ID Based Counselor Tracking	To further transition to eliminating the TCH table, Secondary and Elementary Counselors should be changed to use Staff ID instead of Teacher Number by enabling an option in the School Options page with the same name.

Student ID	Last Name
89402371	Acevedo
Stu#	Last Alias
2371	
Student Data 1	Student Data 2
Change Address	
Grid Code	
Parent/Guardian	
Name:	M/M K Acevedo
Ed Lvl:	Declined to state/Unknown (15)
Prog	
Regular Program	
Counselor	
723 - Robles	

Confirm
Enabling this option will convert existing Teacher Numbers in STU.CU to Staff IDs in STU.CNS. Once enabled, there is no method to revert back to using Teacher Numbers (TCH). Are you sure?
OK Cancel

If these are not already your School Options settings, DO NOT change them in the current year or mid-year!!!!

Student ID	Last Name
89402371	Acevedo
Stu#	Last Alias
2371	
Student Data 1	Student Data 2
Change Address	
Grid Code	
Parent/Guardian	
Name:	M/M K Acevedo
Ed Lvl:	Declined to state/Unknown (15)
Prog	
Regular Program	
Counselor	
894723 - Robles, Giovanni	

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Flex Attendance School Options

School Options										Edit
Code	School Name	Area	Telephone	Fax	Open Date	Close Date	Tag			
894	Flex Soaring Eagle High School	999	5559994		7/11/2007					
Street Address		City	State	Zip	Extn	Country	DNR			
6336 Eagle Crag Lane		Eagle Rock	CA	95994		US	<input type="checkbox"/>			
Principal's Name	Signature	Email Address	ID Type	County	District	School	Charter	Next Student ID		
Mr Don Wilson	<input type="checkbox"/>		1	65	99999	9999894		0		
Low Grade	High Grade	Attendance Period	All Day Attendance Management			Tracks				
9	12	0	Manual			0				
School Website					Short Name					
User1	User2	User3	User4	User5	User6	User7	User8			
Scheduling Type	Track Primary Classes for Students	Use Staff in Sections	School Category	Utilize A/B Days	Session Type					
Flexible (3)	No	Yes		Don't use A/B Days (0)	Regular (0)					
Att Type	Att Reporting	Schedule Basis	Education Type							
Period (1)	Negative (0)	Semester (0)	Not Alternative Ed (0)							
Portal Confirmation Email Address		Next Year Start Date	Auto Assign Teacher Number		College Board School Code					
DoNotReply@aeries.com			No		123894					
Intervention Referral Settings										
Referral Submission Notification Email Address(s):										
Referral Approval Notification Email Address(s):										
Bullying Incidents	Cyber Bullying Incidents	Allow Issue Credit on Classes / Course Attendance pages			Use Grading Periods Instead of Terms in Gradebook					
		No			No					
Use Staff ID Based Counselor Tracking										
Yes										

- A new option called Track Primary Classes for Students was added to the School Options page. This setting is **optional** for Secondary Flex Scheduling. This feature allows a school to identify a course as a Primary Class. This can only be enabled when a school has Scheduling Type as Flex Scheduling and Use Staff ID Based Counseling enabled.
- Track Primary Classes for Student – When enabled, this field provides a value for forms or reports that needs a single value for a student's teacher.
 - Think about something like the Emergency Card or Birthday Listing, and similarly on the Student Search, or the student Demographics page.
- Use Staff ID Based Counselor Tracking – This is optional for Secondary Flex Scheduling. This is a pre-requisite for Primary Class Tracking (Flex-Daily) for the STU.CNS field and STU.CU field to be used.
- Use Staff in Sections – The teacher table is no longer used for Flex attendance and scheduling; all information is pulled from the Staff table.
 - Adds the ability to associate multiple staff members to a section (Section Staff Members) while still designating one person as a primary teacher
 - It is important to maintain the STF table as this table is dependent on staff being assigned to sections.

If these are not already your School Options settings, DO NOT change them in the current year or mid-year!!!!

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School Options All Day ATT Management

School Options Edit									
Code	School Name	Area	Telephone	Fax	Open Date	Close Date	Tag		
894	Flex Soaring Eagle High School	999	5559994		7/11/2007				
Street Address		City	State	Zip	Extn	Country	DNR		
6336 Eagle Crag Lane		Eagle Rock	CA	95994		US	<input type="checkbox"/>		
Principal's Name	Signature	Email Address	ID Type	County	District	School	Charter	Next Student ID	
Mr Don Wilson	<input type="checkbox"/>		1	65	99999	9999894		0	
Low Grade	High Grade	Attendance Period		All Day Attendance Management				Tracks	
9	12	0		Manual				0	
School Website					Short Name				
User1	User2	User3	User4	User5	User6	User7	User8		
Scheduling Type	Track Primary Classes for Students		Use Staff In Sections	School Category	Utilize A/B Days	Session Type			
Flexible (3)	No		Yes		Don't use A/B Days (0)	Regular (0)			
Att Type	Att Reporting	Schedule Basis		Education Type					
Period (1)	Negative (0)	Semester (0)		Not Alternative Ed (0)					
Portal Confirmation Email Address		Next Year Start Date		Auto Assign Teacher Number		College Board School Code			
DoNotReply@aeries.com				No		123894			
Intervention Referral Settings									
Referral Submission Notification Email Address(s):									
Referral Approval Notification Email Address(s):									
Bullying Incidents	Cyber Bullying Incidents	Allow Issue Credit on Classes / Course Attendance pages				Use Grading Periods Instead of Terms in Gradebook			
		No				No			
Use Staff ID Based Counselor Tracking									
Yes									

All Day Attendance Management

- Set to Manual
- Choose Period

All Day Attendance Management – Determines if attendance is entered according to an Attendance Period or an Attendance Time. For the purposes of Secondary Flex Scheduling in California, the recommendation is Manual. There is no difference for this School Option between Flex and Non-Flex schools

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Flex Student Attendance Page

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Student Information System
2022-2023 Flex Soaring Eagle High School
admin

Search students... 🔍

- Pages
- Reports
- Favorites
- Filter Pages...
- Home
- Student Data
- Profile
- Demographics
- Supplemental
- District Supplemental
- Contacts
- Attendance
- Attendance Enrollment
- Enrollment History
- Attendance History
- Grades
- Guidance
- Interventions
- Test Scores
- Medical
- Scheduling
- Programs
- Records Requests
- Other
- Multi Student Search
- Departments

Attendance

[General](#) |
 [Contact](#) |
 [Add'l Info](#) |
 [Flags 1](#) |
 [Programs 1](#) |
 [User Codes](#)

	Student ID	89400637	Grade	12	Counselor	Frederick
	State Student ID	8940000637	Age	18	Language Fluency	English Only
	Status Tag	Active	Gender	Female	CorrLng / RptgLng	English / English
	Student Number	637	Birthdate	11/23/2004	Interdistrict Status	

Attendance

Abs/Ltr: 0 Date: Tdy/Ltr: 0 Date:

Attendance Calendar Colors - All Codes

Date	All Day Code	P1 8:00 AM - 8:50 AM P1	P2 8:55 AM - 9:45 AM P2	P3 10:05 AM - 10:55 AM P3	P4 11:00 AM - 11:50 AM P4	P5 12:25 PM - 1:15 PM P5	P6 1:20 PM - 2:10 PM P6	P7 2:15 PM - 3:05 PM P7
Tue 02/14/2023								
Wed 02/15/2023								
Thu 02/16/2023								
Fri 02/17/2023								
Mon 02/20/2023								
Tue 02/21/2023								
Wed 02/22/2023								
Thu 02/23/2023								
Fri 02/24/2023								

Legend |
 Fill Periods: All day code will go in every period the student has classes.

Update ATT Data
Quick Print
Print Attendance Notes
Refresh Totals
Print Readmit Slip

Year

Days Enrolled : 146 Days Present : 144 (98.6%)

Days Excused : 0 Days Unexcused : 0

Periods Tardy : 1 Days With Truancies: 1

Days Suspended : 2 Days In School Suspension: 0

Days Independent Study Complete: 0 Days Independent Study Incomplete: 0

Spring

Days Enrolled : 30 Days Present : 30 (100.0%)

Days Excused : 0 Days Unexcused : 0

Periods Tardy : 0 Days With Truancies: 1

Days Suspended : 0 Days In School Suspension: 0

Days Independent Study Complete: 0 Days Independent Study Incomplete: 0

Fall

Days Enrolled : 116 Days Present : 114 (98.2%)

Days Excused : 0 Days Unexcused : 0

Periods Tardy : 1 Days With Truancies: 0

Days Suspended : 2 Days In School Suspension: 0

Days Independent Study Complete: 0 Days Independent Study Incomplete: 0

Code	Description	All	P1	P2	P3	P4	P5	P6	P7
A	UNVERIFIED	0	2	2	2	2	1	1	0
S	SUSPENDED	2	2	2	2	0	2	2	2
T	TARDY	0	0	0	0	0	1	0	0
U	UNEXCUSED	0	1	0	1	0	0	0	0
V	ACTIVITY	0	3	2	2	0	1	0	0
TOTALS									
	EXCUSED	0	0	0	0	0	0	0	0
	UNEXCUSED	0	3	2	3	2	1	1	0

Aeries Web Version 9.3.3.10

Try the NEW Dark Mode (Beta) Enable Dark Mode

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The Attendance page will display the following:

- General, Contact, Flags, Programs, etc. will be displayed on the top portion of the page.
- Attendance Summary data fields will display on the bottom of the page.
- Tardy and Absent letter totals display above the attendance calendar section.
- The current day is highlighted in bold letters
- The standard Flex Period times will show for each period
- The Course name will show for each period
- Gray shading indicates that the period does not meet on that day
- The RED FLAG icon can be used to flag any student with attendance issues. By clicking the flag icon, an attendance Red Flag will be created, and an attendance comment can be added for a student.

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Flex Student Attendance Page

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Search students... 🔍

- Pages
- Reports
- Favorites
- Filter Pages...
- Home
- Student Data
- Profile
- Demographics
- Supplemental
- District Supplemental
- Contacts
- Attendance
- Attendance Enrollment
- Enrollment History
- Attendance History
- Grades
- Guidance
- Interventions
- Test Scores
- Medical
- Scheduling
- Programs
- Records Requests
- Other
- Multi Student Search
- Departments

Attendance

[General](#) |
 [Contact](#) |
 [Add'l Info](#) |
 [Flags 1](#) |
 [Programs 1](#) |
 [User Codes](#)

	Student ID	89400637	Grade	12	Counselor	Frederick
	State Student ID	8940000637	Age	18	Language Fluency	English Only
	Status Tag	Active	Gender	Female	CorrLng / RptgLng	English / English
	Student Number	637	Birthdate	11/23/2004	Interdistrict Status	

Attendance

Abs/Ltr: 0 Date: Tdy/Ltr: 0 Date:

Attendance Calendar Colors - All Codes

Date	All Day Code	P1 8:00 AM - 8:50 AM P1	P2 8:55 AM - 9:45 AM P2	P3 10:05 AM - 10:55 AM P3	P4 11:00 AM - 11:50 AM P4	P5 12:25 PM - 1:15 PM P5	P6 1:20 PM - 2:10 PM P6	P7 2:15 PM - 3:05 PM P7
Tue 02/14/2023								
Wed 02/15/2023								
Thu 02/16/2023								
Fri 02/17/2023								
Mon 02/20/2023								
Tue 02/21/2023								
Wed 02/22/2023								
Thu 02/23/2023								
Fri 02/24/2023								

Legend Fill Periods: All day code will go in every period the student has classes.

Year

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Code	Description	All	P1	P2	P3	P4	P5	P6	P7
A	UNVERIFIED	0	2	2	2	2	1	1	0
S	SUSPENDED	2	2	2	2	0	2	2	2
T	TARDY	0	0	0	0	0	1	0	0
U	UNEXCUSED	0	1	0	1	0	0	0	0
V	ACTIVITY	0	3	2	2	0	1	0	0
TOTALS									
	EXCUSED	0	0	0	0	0	0	0	0
	UNEXCUSED	0	3	2	3	2	1	1	0

Try the NEW Dark Mode (Beta) Enable Dark Mode

Flex Period Headers

- Each student may have a different number of column headers displayed; this is based on the number of Flex Periods they have in their Class Schedule at any given point throughout the school year.
- This is the primary reason that the screen looks different
- Holidays or days where school is not in session based on the school's Calendar (DAY) will display a row that is grayed out.
- If a particular class does not meet on a given date, according to the Class Calendar (CCL), the class will be grayed out for that day.
- If a class is marked as non-attendance (MST.ST = 'Y' or 'Z'), the dates will be grayed out for that class.

All other features available on the Attendance Page function as they would in a non-Flex environment:

- Absence Code Colors
- Attendance entry
- Fill Periods
- Update ATT Data
- Attendance Enrollment

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Other Tables that are Important to Flex Attendance



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- Flex Periods (FTF) – Determine what time a Section (Class/Period) meets.
 - There is no longer a default Bell Schedule in a Flex School
- Class Calendars (CCL) – Determine what days a Section (Class/Period) meets
 - There is no longer a Block Schedule Calendar
- Custom Bell Schedules (BSD/BST) – define what time a Section (Class/Period) meets WHEN the Section (Class/Period) will meet at a time other than the standard time defined in the Flex Period Table
 - Custom Bell Schedules must be created AFTER the New Year Rollover, in the new database

Flex Period Guidelines and Best Practices

Flex Periods – Determine what time a Section (Class/Period) meets as there is no longer a *default* Bell Schedule in a Flex School

Table	Permission	Description
Flex Periods (FTF)	Read Insert Update Delete	View Flex Periods Add Flex Periods Update existing Flex Periods Delete Flex Periods
Flex Period Times (FTT)	Inherited from FTF table.	Hidden from Security page.

- Flex Periods must be assigned for each Academic Year. Make sure to assign Flex Periods with the correct Academic Year to your SMS/MST Sections
- Each Flex Period is assigned a sequence number Rcd ID that is used as a primary link in other tables such as MST/SMS
- A Short Title can contain up to 6 characters and cannot be duplicated in the same academic year. A blank Short Title is not allowed and will result in a popup error when attempting to save the record
 - Creating proper naming conventions of short titles will allow for an easier understanding of their meaning. Numbered short titles are also acceptable to resemble current period types
- A Tiny Title is optional and can be used to shorten a flex period short title even further. This field is limited to 2 characters
- A Description can be added for informational purposes.
- All Flex Periods must contain a Start Time and End Time.
- The Type field is also important for scheduling purposes to avoid scheduling conflicts
 - Non-Conflict Flex Periods assigned to SMS/MST sections will not check for date/time conflicts or overlaps for these sections. ***It is recommended to Exclude Sections assigned to Non-Conflict Flex Periods from Attendance.***
 - Unless there is a compelling reason to have that attendance data recorded for a section assigned to a Non-Conflict Flex Period, schools should carefully consider whether to have teachers take attendance, as there could be confusion over when a student should be marked absent, considering that the student

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Creating Flex Periods

- 1. Press the Add button (if no Flex Periods exist, press Add New Record).
- 2. Select the Academic Year: current or next (for Scheduling).
- 3. Enter the Short Title, which will be displayed on reports and is a maximum of six characters. Short Title can't be duplicated in any other Flex Period in the same Academic Year.
- 4. The Tiny Title can be one or two characters.
- 5. The Description can be up to fifty characters: spell out any details needed.
- 6. The Start Time and End Time for this Flex Period on a regular school day.
- 7. Type = blank is a Standard Flex Period. C = Non-Conflict Flex Period (for example, pullout sections). The Scheduling process will not check date/time conflicts for Non-Conflict Flex Periods. Students will be scheduled into sections in this Flex Period based on available seats, even if the section meets at the same time/date as another section.
- 8. Press Save.
- 9. Under Bell Schedule Times, edit any Custom Bell Schedule that will affect the Start Time or End Time for this Flex Period and Save.

Flex Periods

Rcd ID	Academic Year	Short Title	Tiny Title	Description	Start Time	End Time	Type
48	2023-2024	AttP2	A2	Attendance Period for 2nd Graders	8:15 AM	2:45 PM	Standard Flex Period

1

Add

Change

References

Flex Periods

Rcd ID	Academic Year	Short Title	Tiny Title	Description	Start Time	End Time	Type
2	2023-2024	3	4	5	6		7 Standard Flex Period

8

Save

Cancel

Bell Schedule Times

	Bell Schedule	Bell Schedule Title	Start Time	End Time
<div><div></div><div></div></div>	1	Minimum Day	9	

Class Calendar Guidelines and Best Practices

Class Calendars – Determine what days a Section (Class/Period) meets as there is no longer a Block Schedule Calendar or MST Split Term

*****To avoid scheduling issues, you should create one Class Calendar per Flex Period!**

***** Warning: Any other convention will cause issues if you ever need to change a meeting day for just one Flex Period**

- Class Calendars must be assigned for each Academic Year. Make sure to assign Class Calendars with the correct Academic Year to your SMS/MST Sections
- Each Class Calendar is assigned a sequence number Rcd ID that is used as a primary link in other tables such as MST/SMS
- A Short Title can contain up to 6 characters and *cannot be duplicated in the same academic year*. A blank Short Title is not allowed and will result in a popup error when attempting to save the record
 - Creating a naming convention of short titles to pair with the associated Flex Period will allow for an easier understanding of their meaning. Numbered short titles are also acceptable to resemble current period types
- A description can be added for informational purposes
- Admin type users may Copy Class Calendars or Push Class Calendars to other schools

Table	Permission	Description
Class Calendar (CCL)	Read Insert Update Delete	View page Add new record Update records Delete Records
Class Calendar Details (CCD)	Inherited from CCL	Hidden in Security page.

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Creating Class Calendars

1. Press the **Add** button (if no Class Calendars exist, press **Add New Record**).
2. Select the **Academic Year**: current or next (for Scheduling).
3. Enter the **Short Title**, which will be displayed on reports and is a maximum of six characters. **Short Title** can't be duplicated in any other Class Calendar in the same **Academic Year**. **Recommendation**: match the **Short Title** of the "paired" Flex Period.
4. The **Description** can be up to fifty characters: spell out any details needed.
5. Press **Save**.
6. Press **Edit Calendar** to manually check or un-check dates. Press **Disable Editing** when finished or ...
7. Press **Mass Select Dates**.
8. On the **Select Days** popup, check the appropriate day checkboxes. Note that after the New Year Rollover, when the school Calendar is added, holidays will automatically be reflected in the appropriate Class Calendars. A **Skip no-school dates** checkbox will be displayed if Class Calendars are being created for the current school year; check to skip holidays in the school Calendar.
9. The date range should start before school begins and end after school ends (it does not have to exactly match next year's school Calendar).
10. Press the **Add Dates** button.

1 **Add** Change References

Class Calendar Details			
Rcd ID	Academic Year	Short Title	Description
2	2023-2024	3	4
5 Save Cancel			

6 Edit Calendar 7 Mass Select Dates Copy Calendar Push Calendar Options

Select Days

Mon	Tue	Wed	Thu	Fri
8 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9 08/07/2023 <input type="checkbox"/>			06/28/2024 <input type="checkbox"/>	
Any Monday before school begins		A Friday after the last day of school		
<input type="checkbox"/> Apply to previous days?				
<input type="checkbox"/> Remote/In Person				

10 Add Dates Remove Dates Close

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Flex Attendance Reports



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- Many reports have been converted/enhanced for Flex
- Reports will look different due to the complex nature of the Flex Period naming convention capabilities
- Some reports take up more pages now, other reports utilize a smaller font than before
- There are future enhancements coming to some reports
- Utilize [Aeries Ideas](#) if you have report suggestions
- Link to [All Flex Reports](#)

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Flex Attendance Queries

Many queries have been converted for Flex Scheduling - Attendance Query Bank

- Look for the Blue Font to indicate the Flex version of the Attendance Query you are looking for
- Although an exact query match may not be in this document, please always start here and find a base query to edit and build upon
- Attendance will now be queried from ATT (all day code) and CAT (period codes)

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Table and Field Conversions

The main tables/fields that have been converted for Flex Scheduling are:

- Period Attendance Schools will utilize the ATT table for All Day Attendance and the CAT table for Period Attendance.
- Teacher ID - Uses Staff (STF.ID) instead of Teacher (TCH.ID)
- Teacher Name - Uses Staff (STF.LN and STF.FN) instead of (TCH.TE)
- Primary Teacher - An indicator in the Section Staff Members section in MST or SMS (SSE or SSM) marked as "yes" will identify a Primary Teacher. Only one primary teacher is allowed in each section.
- Past Primary Teacher - An indicator in the Section Staff Members section in MST (SSE table) when marked with a "Yes" will identify a teacher who was previously a Primary Teacher and is now a Past Primary Teacher.
- Start Date - The date a teacher was identified as being associated as a Primary or Past Primary teacher of the section.
- End Date - The date a teacher was identified as no longer associated as a Primary or Past Primary teacher of the section.
- Period - Uses Flex Periods (FTF.STI) short title instead of Scheduling Master Schedule Periods (SMS.PD) or Master Schedule (MST.PD)
- Calendar - Uses Class Calendar (CCL.STI) short title instead of Days (MST.DY or SMS.DY)



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Helpful Links

[**Flex Secondary Scheduling Library**](#)

[**Flex Scheduling Attendance Options Chart**](#)

[**Flex Secondary Scheduling School Options**](#)

[**Flex Scheduling Student Attendance**](#)

[**Flex Attendance Management**](#)

[**Mass Change Period Absences**](#)

[**Mass Change All Day Code**](#)



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Key Takeaways

- Do not change School Options now, these changes are for next year
- Flex Scheduling must be enabled in Feature Flags.
- If you intend to utilize Use Staff ID Based Counselor Tracking that must also be enabled in Feature Flags
- Student Attendance will visually change due to the Flex Period flexibility per student
- School Options is key in configuration
- STF is used instead of TCH
- Expect report and accounting changes; prepare your staff for these changes
- Flex Periods determine what time a Section will meet
- Custom Bell Schedules determine what time a Section will meet *IF* the class is meeting at a time that is *NOT* the default Flex Period time
- Class Calendars determine what days a Section will meet



Related Sessions



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Other Sessions Related to Flex Attendance

- Session 362 Flex Attendance – Daily

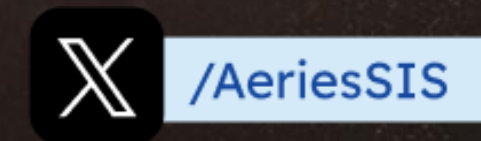
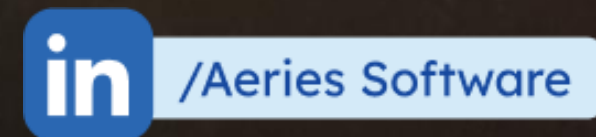
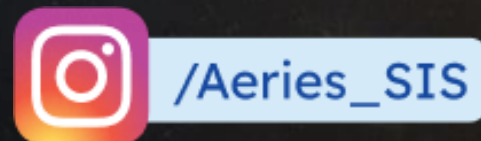
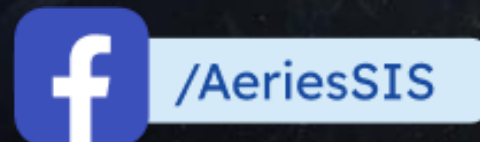
Other Sessions Related to Attendance

- Session 350 Attendance Setup and Configuration
- Session 361 Reconciling Attendance – (Daily) – Daily, Monthly, District Level Procedures
- Session 371 Reconciling Attendance – (Daily) – Daily, Monthly, District Level Procedures
- Session 470 Independent Study

THANK YOU!

Please take a moment to complete our session survey at
<http://surveys.aeries.com/s3/AeriesCon-Session-Feedback-Survey-Spring-2024>

For further questions about Flex Attendance Setup, visit
Open Forum, or open a Support Ticket at
<https://support.aeries.com/support/home>



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Share your Feedback:



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