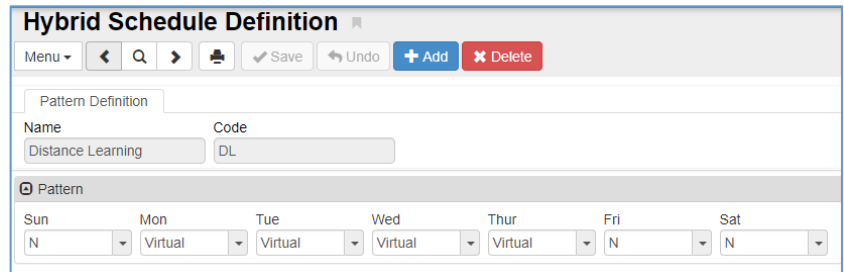
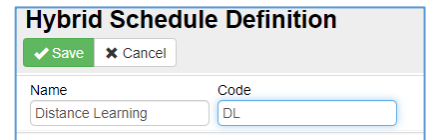
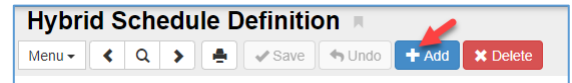


Creating & Applying a Hybrid Schedule Pattern

Creating a Hybrid Schedule

1. Go to Hybrid Schedule Definition in the Quick Launch.
2. Scroll forward to see what definitions have already been created.
3. Click the Add button to create a new definition.
4. Enter the Description for the definition and a code (example "Distance Learning" / code "DL").
5. Save.
6. From the drop-down menu for each day, select "In-Person" or "Virtual." If school does not meet on that day of the week (such as Fridays for a 4-Day schedule not meeting on Fridays), leave the "N."
7. Save.

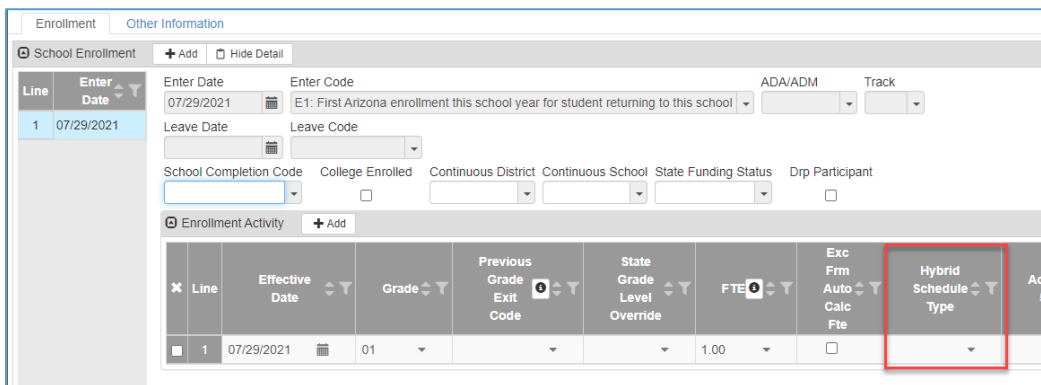
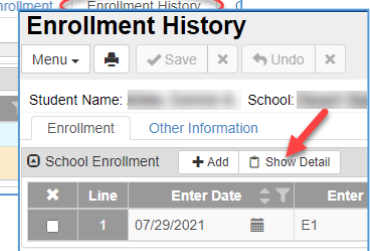
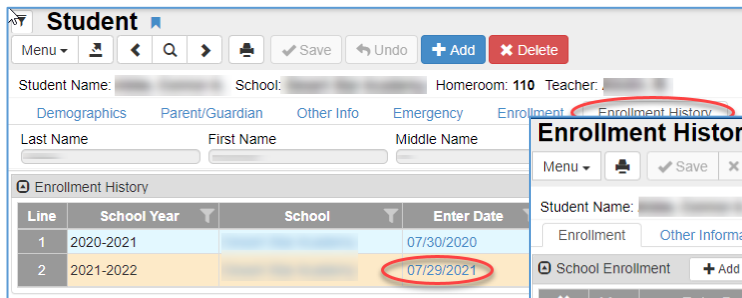


Applying and Ending a Hybrid Schedule for a Student

All students are considered "in-person" unless a Hybrid Schedule has been set for the student.

For students starting the year in distance learning:

1. Go to the Student | Enrollment History tab for the student.
2. Click the Enter Date for the current school year.
3. Click Show Detail.
4. Select the Hybrid Pattern from the drop-down.



5. Save and close the Enrollment Activity window.

Creating & Applying a Hybrid Schedule Pattern

Applying a Hybrid Schedule to a Student (continued.....)

For students transitioning from in-person to distance learning after the start of the school year:

1. Go to the Student | Enrollment tab for the student.
2. Enter an Effective Date (the date the student will start with the new hybrid pattern) and select the Hybrid Pattern from the drop-down.
3. Save.

The screenshot shows the 'Student' enrollment form. The 'Enrollment Information' section includes fields for SAIS ID, Enter Date (07/29/2021), Enter Code (E1), Leave Date, Leave Code, ADA/ADM, and DRP Participation. The 'Enrollment Activity' section shows the 'Effective Date' as 09/01/2021 and the 'Hybrid Pattern' as 'DL'. A red arrow points to the 'Save' button.

Ending a Hybrid Schedule for a Student

For students transitioning from distance learning back to in-person:

1. Go to the Student | Enrollment tab for the student.
2. Enter an Effective Date (the date the student will return to in-person learning) and select the blank at the top of the Hybrid Pattern drop-down.
3. Save.

The screenshot shows the 'Student' enrollment form. The 'Enrollment Information' section is the same as in the previous screenshot. The 'Enrollment Activity' section shows the 'Effective Date' as 09/01/2021 and the 'Hybrid Pattern' as blank. A red arrow points to the 'Save' button.

- Note: each time you enter and save the effective date and pattern, a new Enrollment Activity line is created. If you need to correct the effective date and/or pattern after you have saved, you will need to go to the Student | Enrollment History tab, click on the Enter Date for the current school year, click Show Detail, and then correct the appropriate activity line.

Enrollment History

Student Name: [Redacted] School: [Redacted] School Year: 2021-2022

Line	Enter Date	Enter Code	ADA/ADM	Track
1	07/29/2021	E1: First Arizona enrollment this school year for student returning to this school		

Line	Effective Date	Grade	Previous Grade Exit Code	State Grade Level Override	FTE	Exc Frm Auto Calc Fte	Hybrid Schedule Type
1	07/29/2021	01			1.00	<input type="checkbox"/>	
2	09/01/2021	01			1.00	<input type="checkbox"/>	Distance Learning