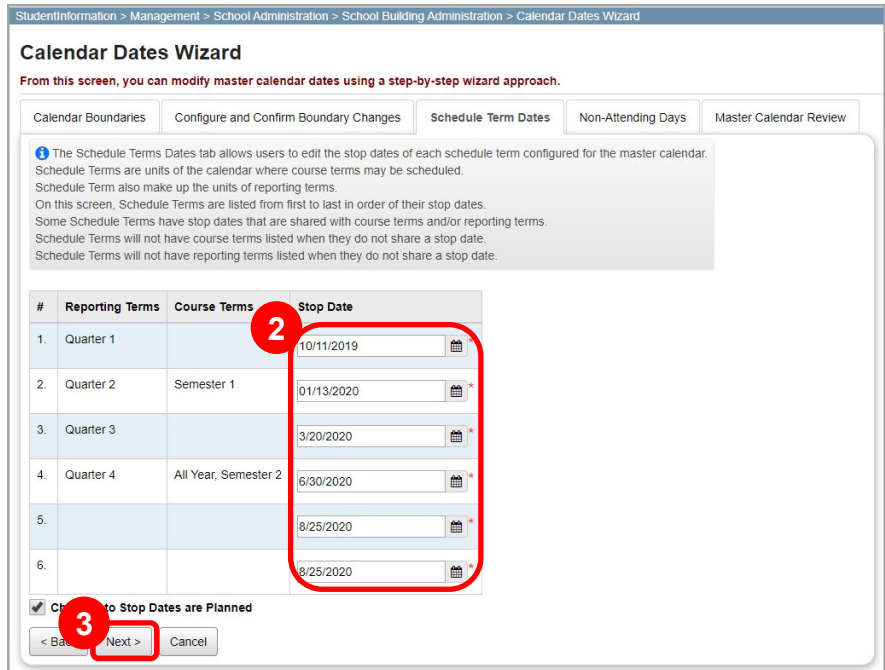


Entering Snow Days on Reporting Term Start or End Dates

When a snow day falls on a reporting term start or end date, the dates must be modified to ensure that all reporting term start and end dates are on attending days.

Calendar Dates Wizard

- 1 On the **Calendar Dates Wizard** screen, click **Next** to proceed to the **Schedule Term Dates** tab.
- 2 In the **Stop Date** column, enter the new stop date(s) for the corresponding reporting term(s).
- 3 Click **Next** to proceed to the **Non-Attending Days** tab.
- 4 In the **Date** field, enter the date of the snow day, and then in the **Day Type** drop-down list, select **Snow Day**.
- 5 Click **Save**, and then click **Next**.
- 6 Review your changes on the **Master Calendar Review** tab, and then click **Finish**.



Calendar Dates Wizard

From this screen, you can modify master calendar dates using a step-by-step wizard approach.

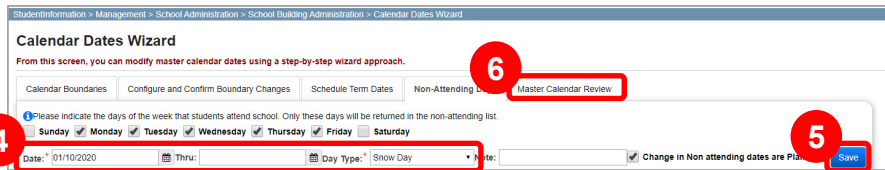
Calendar Boundaries | Configure and Confirm Boundary Changes | **Schedule Term Dates** | Non-Attending Days | Master Calendar Review

The Schedule Terms Dates tab allows users to edit the stop dates of each schedule term configured for the master calendar. Schedule Terms are units of the calendar where course terms may be scheduled. Schedule Terms also make up the units of reporting terms. On this screen, Schedule Terms are listed from first to last in order of their stop dates. Some Schedule Terms have stop dates that are shared with course terms and/or reporting terms. Schedule Terms will not have course terms listed when they do not share a stop date. Schedule Terms will not have reporting terms listed when they do not share a stop date.

#	Reporting Terms	Course Terms	Stop Date
1.	Quarter 1		10/11/2019
2.	Quarter 2	Semester 1	01/13/2020
3.	Quarter 3		3/20/2020
4.	Quarter 4	All Year, Semester 2	6/30/2020
5.			8/25/2020
6.			8/25/2020

Check that Stop Dates are Planned

< Back | **Next >** | Cancel



Calendar Dates Wizard

From this screen, you can modify master calendar dates using a step-by-step wizard approach.

Calendar Boundaries | Configure and Confirm Boundary Changes | Schedule Term Dates | **Non-Attending Days** | Master Calendar Review

Please indicate the days of the week that students attend school. Only these days will be returned in the non-attending list.

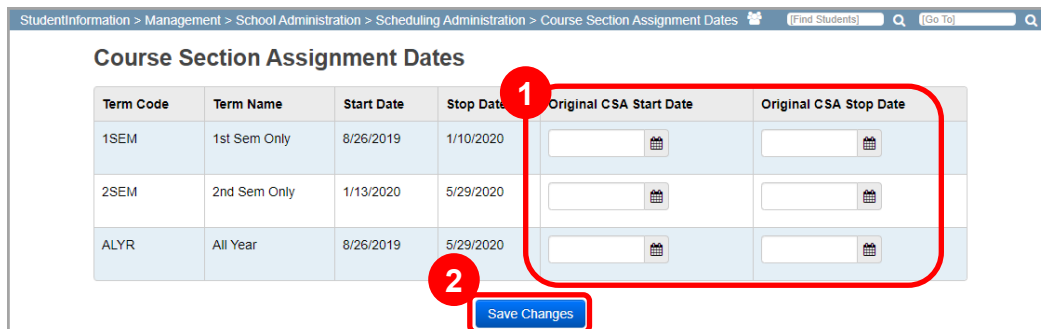
Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Date: 01/10/2020 Thru: Day Type: Snow Day Change in Non-attending dates are Planned **Save**

Course Section Assignment Dates

In the **Start Date** and **Stop Date** columns for the corresponding reporting term(s), the dates that you entered in the **Calendar Dates Wizard** display.

- 1 For each term whose dates have changed, enter the relevant **Original CSA Start Date** and **Original CSA Stop Date**.
- 2 Click **Save Changes**.



Course Section Assignment Dates

Term Code	Term Name	Start Date	Stop Date	Original CSA Start Date	Original CSA Stop Date
1SEM	1st Sem Only	8/26/2019	1/10/2020		
2SEM	2nd Sem Only	1/13/2020	5/29/2020		
ALYR	All Year	8/26/2019	5/29/2020		

Save Changes



Teacher History Maintenance

- 1 On the **Teacher History Maintenance** screen, enter the **Start Date to Change** and the **New Start Date** as well as the **Stop Date to Change** and the **New Stop Date**.
- 2 Click **Submit** to change all dates.


Calendar Exception

Navigation: StudentInformation – Management – School Administration – Scheduling Administration – Calendar Exception Management

OR

StudentInformation – EMIS – Calendar Reporting Collection (C) – Calendar Exception Management

An EMIS exception for the snow day must be entered for all applicable calendars.

- 1 On the screen, from the **Please Select A Calendar** drop-down list, select the calendar for which you want to add an EMIS exception.
- 2 Click the day you wish to modify.
- 3 In the window that opens, in the **Sub Calendar Day Type** drop-down list, select **Snow Day**.
- 4 Scroll down and click  below **State Reporting Exception(s)** section.
- 5 In the **Select an Exception** drop-down list, select **Calamity Day** and enter **0** in the **Hours** field.
- 6 Click **Save**.