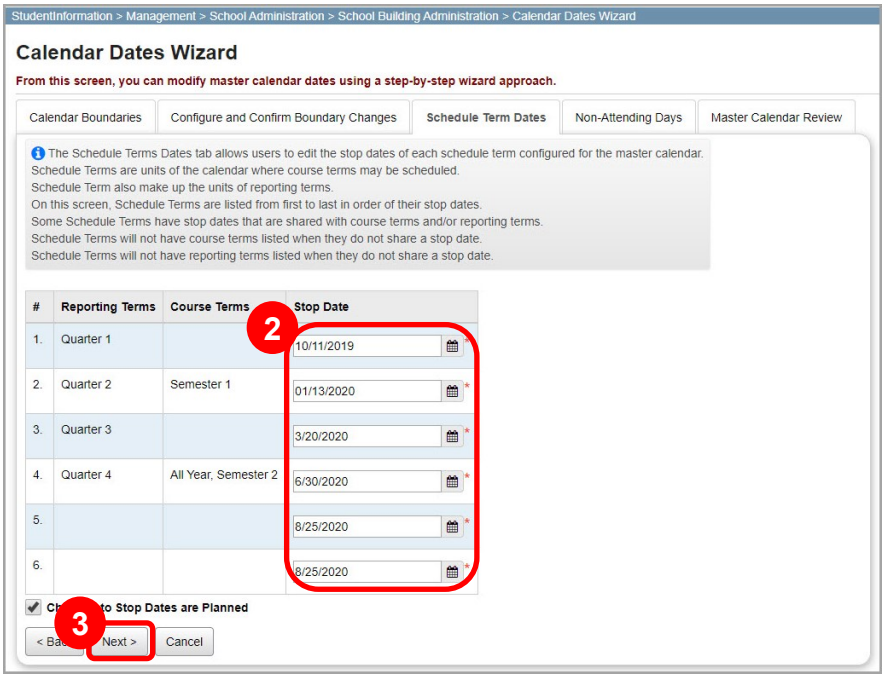
StudentInformation

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

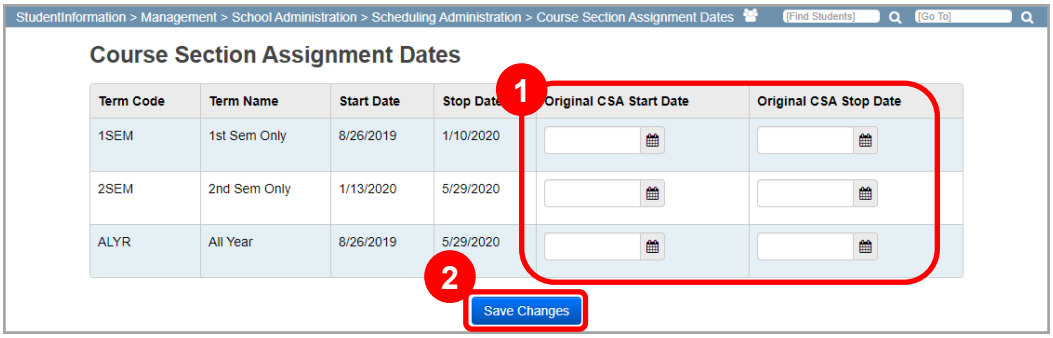
1. On the **Calendar Dates Wizard** screen, click **Next** to proceed to the **Schedule Term Dates** tab.
2. In the **Stop Date** column, enter the new stop date(s) for the corresponding reporting term(s).
3. Click **Next** to proceed to the **Non-Attending Days** tab.
4. In the **Date** field, enter 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**.



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**.



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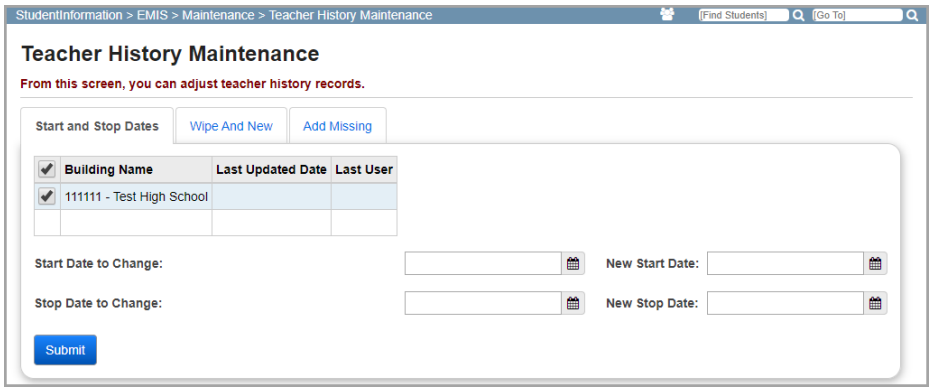
Teacher History Maintenance

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.

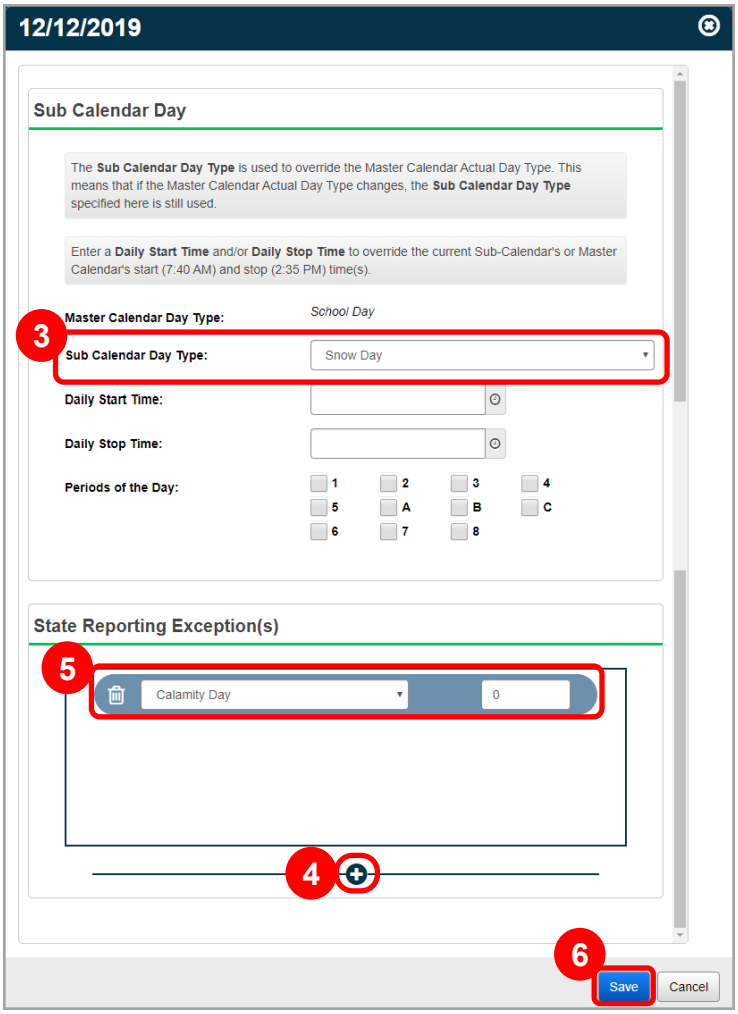


Calendar Exception

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**.