

Master & Sub-calendar Maintenance including EMIS Exceptions

Change Log

Date	Section Number/Name	Change Description
4/26/22	Adjusting a sub-calendar whose days have been lengthened for a long period of time	Updated Step 1
11/5/21	Students with Attendance less than 100% of Time	New section added
11/5/21	Sub-calendar Examples: Preschool Calendars	Clarification provided for denomination value
8/12/21		Updates for FY22
9/4/20	Snow Days – How to enter Snow Days that occur on a reporting term start date; Snow Days - How to enter Snow Days or other non-attending days after the master calendar has been created that change course term start and stop dates	Note added to update the Master Calendar when required
8/28/20	DN Calendar Attributes including EMIS Exceptions; Snow Days	Updates for the appropriate EMIS Exceptions (EMIS Manual Updates 8/13/20)
8/13/20		Updates following Webinar
8/12/20		Updates for FY21

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Covid-19 Calendar Adjustments for FY22

At the present time ODE has advised that for districts/buildings that have hybrid or blended learning for FY22, the calendar itself should be no different than in the past. At this time there is no distinction on a calendar whether the students are attending face-to-face instruction, online instruction or a combination of the two. The calendars should be set up as they have been in the past.

Master Calendar

- The Master Calendar details each day a school is in session or not in session. It is the general calendar that districts adopt for the school year, however, it is not necessarily the calendar a student's attendance is tracked against. Any non-attending day on the Master Calendar also appears on each sub-calendar automatically. However, the building has the ability to change a day from a non-attending day to an attending day on a sub-calendar. This change should be applied only to the sub-calendar(s) where it is applicable.
- The Master Calendar is created when Calendar Wizard is run at the building level. See "School Year Initialization Step by Step" for additional information on Calendar Wizard.
- The attendance module uses the Sub-calendars to validate that the day is a school day. This allows attendance to be taken for dates outside of the master calendar.
- All sub-calendars initially match the master calendar until a day is changed.
- Each building in a district will have its own unique Master Calendar as well as sub-calendars to cover unique situations. If a district has five (5) buildings, there would be a unique Master Calendar in each building. For example, the district may require the high school students to attend the day before Thanksgiving, but the elementary and middle school students have the day off because of Parent Teacher Conferences. Having a separate Master Calendar in each building allows for this and other scenarios.
- The **Master Calendar is *not* used to create and report EMIS exceptions.** These are created and reported on the Sub-calendars.

Sub-calendars

- Sub-calendars are used to report attendance patterns for students and define what days students are in attendance.
- Sub-calendars may start or stop earlier or later than the master calendar start and end dates. Attendance can be taken for students on sub-calendars where the start date is earlier than the master calendar start date and where the end date is later than the master calendar end date.
- Each school will have at least two sub-calendars:
 - **Default calendar** – the main attending calendar the majority of students follow for attendance
 - **Non-attending calendar** – the calendar assigned to students attending elsewhere full time. This calendar has no attending days.
- Additional sub-calendars should be created for any group of students where their attending days differ from the default sub-calendar, some examples are as follows:

- Kindergarten students who attend only in the morning or in the afternoon
- Seniors whose last day is earlier than the rest of the grade levels
- Students attending other districts where the resident district is still responsible for reporting their EMIS attendance (ESC classes, etc.)
- Preschool students who attend only a couple days a week
- Before school starts, each sub-calendar will need to be edited and EMIS exceptions added for any days out, lengthened or shortened.

Defining Attendance Patterns

Attendance Pattern Codes are a unique code used to tie students to an individual attending calendar. Each district is required to define a set of attendance patterns to be used across the district. **Each attendance pattern should only be used once per building.** Attendance patterns defined last year are copied up to the current year during the school year initialization process. Make any necessary additions or deletions for the current school year. If you need to add new attendance pattern codes, there are several factors to keep in mind when defining attendance pattern code values:

- Only one attendance pattern may be designated as the Default value for all grade levels (**) on the building's default calendar. It is recommended that each attendance pattern only be assigned to one EMIS reportable calendar in each building but may be used in multiple buildings. If you choose to assign an attendance pattern to more than one calendar in the same building, the grade levels associated with the sub-calendar must be different. **(Note: If you have multiple buildings in your district with the same building IRN, you must use different attendance patterns at each building – especially if both buildings have the same grade levels).**
- If there is a chance a group of students may have different attendance days than other students, a separate attendance pattern is needed
- Each attendance pattern may represent students in multiple grade levels
- When multiple grade levels are specified, a separate calendar will be created in the EMIS transfer file per grade level/attendance pattern combination

With the district in context, navigate to **StudentInformation > Management > School Administration > EMIS > Attendance Pattern Maintenance**. Initially, all previously used Attendance Pattern codes from last year will display. Add and/or Inactivate codes as needed to define the set of codes to be used for all buildings.

The following example provides a separate pattern for seniors, AM or PM only calendars, Kindergarten Late/Staggered Start and an Alternative Schedule.

The screenshot shows the 'Attendance Pattern Maintenance' interface. At the top, there is a breadcrumb trail: 'StudentInformation > Management > School Administration > EMIS > Attendance Pattern Maintenance'. Below this, the title 'Attendance Pattern Maintenance' is displayed, followed by a sub-header: 'From this screen, you can display, add, change and delete Attendance Patterns.' There is a green button labeled 'Add Attendance Pattern'. Below the button is a table with the following columns: 'Attendance Pattern', 'Attendance Pattern Description', and 'Is Active'. The table contains the following rows:

Attendance Pattern	Attendance Pattern Description	Is Active
**	Not Applicable	●
12	Seniors	●
AM	PS AM Attendance	●
AS	Alternative Schedule	●
KL	KG Late start	●
MW	MON/WED	●
NA	Non Attending	●
PM	PS Afternoon	●
TT	TUES/THURS	●

At the bottom left of the table, there is a checkbox labeled 'Show Active Only' which is checked.

1. With the district in context, navigate to: **StudentInformation** » **Management** » **School Administration** » **EMIS** » **Attendance Pattern Maintenance**.
 - a. Add an attendance pattern by clicking **Add Attendance Pattern**.
 - b. Type in a **Code** that makes sense to you and your district.
 - c. AM is used as the code in the example following this step by step for the pattern assigned to students who attend mornings only.
 - d. Next give the **Attendance Pattern Description** a **Name** that represents the group. **Note: Attendance Pattern Name is required!**
 - e. Make sure the **Is Active** checkbox is checked. Attendance patterns that do not have this box checked will not be available on Sub-calendar Maintenance.
 - f. Click **Save**.
 - g. See the example screenshot below this step by step.

StudentInformation > Management > School Administration > EMIS > Attendance Pattern Maintenance

Attendance Pattern Maintenance

From this screen, you can display, add, change and delete Attendance Patterns.

Attendance Pattern Code:

Attendance Pattern Description:

Is Active:

Inactivate any attendance patterns that will not be used. If you don't want any building to use an existing attendance pattern code, make it inactive so there is no chance it can be used. If an Attendance pattern is already assigned to a sub-calendar, do not inactivate it until you have assigned another attendance pattern to the calendar.

Students with Attendance less than 100% of Time

Students who have a Percent of Time less than 100%, will never receive an absence total that is more than the number of hours they could be in attendance.

Ex. Johnny is a 50% of time student. The sub-calendar start time is 8:16 am and the end time is 2:50 pm which is total hours per day of 6.08. Johnny signed in at school at 12:35 p.m. Based on that calendar, the student would have been out for 4.32 hours. However, since Johnny is a 50% of time student, the most hours he can miss in the day is 3.04. The attendance calculation does not know what Johnny's hours of attendance within the day are, so these types of students who miss more than a half day, receive only a half day of absence. If the student shouldn't have a full half day absence be certain to enter a start and/or end time on the absence.

Non-attending days

- Non-attending days are days school is not in session or students are not expected to be in attendance.
- By default, Master Calendar non-attending days will exist on the sub-calendars, however, additional non-attending days may be added. If the non-attending day isn't applicable to the sub-calendar, it may be changed on the sub-calendar to an attending day.

Exceptions

- **Calendar Exceptions** – Days that the sub-calendar may have a 'non-attending' day, lengthened or shortened day while the master calendar is still a regular attending day. Calendar exceptions need to be defined on each sub-calendar. This indicates whether attendance can be taken for the day or not. In most cases, if you have a Calendar Exception, you must also have an EMIS Exception.
- **EMIS Exceptions** - EMIS exceptions create attribute records which represent days where the student's school day schedule has been modified. Attributes indicate the reason school was not in session, or if they are and the day is shortened or lengthened, it designates the reason for the modification.

Calendar Dates Wizard

- **Purpose:** The calendar dates wizard is used to alter the master calendar from when it was originally created. An example of where a modification would be needed is a change due to excessive snow days which ultimately causes a change in course term start and end dates, or corrections to the calendar. Changes made by Calendar Dates Wizard to the master calendar affects sub-calendars as well.
- When the stop date is modified for a term, the start date for the next sequential term is also adjusted in Teacher History for the course section. For example, if the stop date for the second nine-week reporting period is 1/13/22 and you set it to 1/14/22 the start date for the next nine week reporting period will be set to 1/17/22 (the next school day after the stop date of the previous period).
- **EMIS Exceptions:** Calendar Dates Wizard does not create EMIS exceptions when an event is added.
- **Teacher History:** Calendar Dates Wizard updates the Teacher History for course sections when the school boundary start or end date is modified on the Calendar Boundaries tab and the term stop date is modified for a term on the Schedule Term Dates tab.

Period C: Calendar Reporting Requirements

Period C is the Calendar Reporting Period. During this period, districts report detailed calendar information for each building and group of students who have a unique attendance pattern or calendar days for which the group of students is required to attend. Each group may require a separate calendar and attendance pattern to identify and differentiate the group from other groups of students. Both DL and DN records are reported in the Calendar window.

The EMIS reporting requirements allow for district level calendar reporting, however in StudentInformation, calendars are defined at the building level. Each building has a default calendar, which applies to the majority of students in the building. The building must report any additional sub-calendars for each of the other unique attending groups. These attending groups may consist of (but are not limited to) the following groups of students:

- KG grade level students with staggered start days (KG students starting on a later day than all other regular students)
- Seniors who get out of school earlier than all other students in the building
- Students who attend another district, but your district is responsible for reporting their attendance
- Any other attending pattern where events/exceptions are neither district wide nor building wide for a particular subset of students


If all students in a building follow the same calendar, they will have an attendance pattern of ‘***’, which is also associated with the default calendar for the building. **Only one calendar per building may have the attendance pattern set to ‘***’.** Students who are assigned to the building’s non-attending calendar will be reported to EMIS with the default attendance pattern value. Even though they are assigned to a different calendar, ODE is only interested in the attendance pattern for any student who is actually attending. The attendance pattern for students with a district relationship = ‘2’ or ‘3’ will be ignored.

Any attendance pattern assigned to students who are reported to EMIS must also be associated with a calendar that is reported to EMIS except for CTE students who attend a JVS as a satellite student. If no calendar/attendance pattern combination is reported for CTE students by the career center, ODE will use the student’s home school calendar to calculate enrollment (if the Location IRN on all courses the student is taking is the same). These students must still be assigned to a calendar in the career center for attendance purposes but the calendar would not be flagged as report to EMIS. See the example below:

1. Johnny is at his home school 89% of time. Johnny is a JVS Satellite student (at his home school) 11% of time. Johnny’s FS at the home school shows that he is 89% of time and 11% of time to the JVS as a satellite student.
2. Johnny is enrolled at the JVS as a satellite student with 11% of time.
3. At the home school, Johnny is on the default calendar. It will be calculated with 89% of time. That calendar is on his FD Attributes tab as the reporting calendar and is marked Include in Attendance Calculation and is marked Report to EMIS.

- This way his home school attendance is reported to ODE as expected on the FS record and the calendar is associated with Johnny.
4. At the JVS, Johnny is on a sub-calendar called Satellite ABC School. It will be calculated with 11% of time. That calendar is on his FD Attributes tab as the reporting calendar and is marked Include in Attendance Calculation and Report to EMIS is **UNCHECKED**. This way the attendance for this student is reported to ODE by the JVS as expected on the FS record.
 5. The calendar at the JVS needs to be kept current for the EMIS Exceptions, and they should also be adding in any days the student is absent so that the attendance at the JVS is correct.
 6. ODE will look at the home school calendar for this student based on the Location IRN the JVS is reporting for his courses because there wasn't a calendar Attendance Pattern at the JVS that matches the attendance pattern reported for him there.

This example does not apply to students in 'cloned buildings'.

Additionally, the FS Standing tab of the Student Profile now includes a  **Satellite Student** flag to identify satellite students for the attendance calculator. This flag should only be checked at the **home district**, not the JVSD. When checked, students attending satellite courses in their **home district** will have attendance calculated for HB410 attendance as if they attended 100% of time in the district. However, for EMIS reporting, their attendance will be calculated according to the Percent of Time on their FS record.

A student can move from one calendar to another between the first day of school and the last day of school. When this occurs, the current FD record should be closed (a record is considered closed when a new record with a more recent date is added) and a new one opened that accurately reflects the date of the change. At this time, the calendar should also be updated on the student's General tab to reflect the correct calendar.

DL (Grade Schedule) records will be reported at the level of detail defined in the calendars. If a building has a single calendar that will be followed by every student in the building regardless of grade, then only a single building-wide DL record with the first day of school, last day of school, and hours per day is reported. For each additional sub-calendar/attendance pattern combination marked to be reported to EMIS, DL records will be created in the transfer file.

For any fiscal year, the first version of a specific school year calendar will be collected per ODE's Data Collection Calendar. At a minimum, this initial version of the calendar must include:

- A building calendar, which will apply to all students within the building - all grades and all possible groups of students, will be considered to be following this pattern.
- EMIS Exceptions for any planned days out scheduled for the upcoming school year.
- **Sub-calendars will fatal in the initial Period C Collection if they don't have at least one EMIS Exception included for that specific sub-calendar.**

Buildings are encouraged to submit all calendars in the initial calendar submission time period. If the building chooses to wait until later to incorporate additional grade level/attendance pattern specific calendars, this must be done before the first day of student reporting for that school year. Buildings may later revise the calendar to reflect situations that change the calendar as the year progresses and calendar submission windows open.

Calendar Reporting

These steps are used by the EMIS Coordinator when reporting the Calendar data.

StudentInformation > EMIS

EMIS Menu

Please make a menu selection

Assessment Reporting Collection (A)	Staff/Course Reporting Collection (L)
Calendar Reporting Collection (C)	Student Reporting Collection (S)
DataMap EMIS Import	Student Verification
Grad Progress Reporting Collection (R)	Verify EMIS Run Requests
Graduate Reporting Period (G)	Verify Special Education
Maintenance	Verify/Update and Transfer
SpecialServices EMIS Extract	

StudentInformation > EMIS > Calendar Reporting Collection (C)

Calendar Reporting Collection (C)

Please make a menu selection

Calendar Bulk Exception Management	Calendar Exception Management
Calendar Collection Transfer	Manual Exception Days

StudentInformation > EMIS > Calendar Reporting Collection (C) > Calendar Collection Transfer

Calendar Transfer - Reporting Collection (C)

From this screen, you can transfer Reporting Period (C) Calendar records.

Request Type Program Selection

Verify Calendar Data

Transfer Calendar Data

Next > Cancel

StudentInformation > EMIS > Calendar Reporting Collection (C) > Calendar Collection Transfer

EMIS - Create Flat Files - Select Files

From this screen, you can transfer Reporting Period (C) Calendar records.

Request Type Program Selection

Select all transfers

Transfer - Building and Grade Calendar (DN/DL)

Transfer Type: *

Flat file transfer

Flat file transfer for Data Collector

< Back **Submit** Cancel

DN Calendar Attributes including EMIS Exceptions

The following table documents the StudentInformation Calendar Day Types and their respective EMIS Exception types. When updating the EMIS Event, use this table to determine the appropriate event type for the day. These are only suggestions on which days to use. Regardless of the day type selected for a date change on the calendar, only the EMIS Event attribute will be used to report the type of day it is for Period C.

Each table entry also indicates whether hours are required to be included in the EMIS event or not. Any attribute where hours are not required, ODE assumes the day type covers all hours the day is scheduled to meet. However, if you enter hours on the event, the hours will be included in the EMIS transfer file.

There are two groups of attributes – one for Students and one for Staff. Some day types may require both a Student Attribute and a Staff Attribute to be reported for the day.

Calendar Master Day Type	Description	Student/ Staff Attr	EMIS Exception Attribute	Use	Hours Req'd
School Day	Regular School Day (not shortened or lengthened)		None	Regular School Day, ODE will use hours reported on DL record	N
Holiday	Planned Holiday	Covers Student & Staff	C_DPLANNED	Full planned day when group is not in session	0.00
Snow Day	Calamity Day	Covers Student & Staff	C_DCMTYTKN	Full day taken for cancellations due to weather, etc.	0.00
Snow Day (with Blizzard Bag Day)	Calamity Day with Blizzard Bag Day	Covers Student & Staff	C_DCMTYTKN C_DBLZZARD	Calamity Day If Blizzard bag day is used, hours required for Blizzard Bag Attribute	0.00 Y
Other Calamity Day (see EMIS Manual, Chapter 5.3 for complete list)	School closed all day or more than two hours for disease epidemic, hazardous weather conditions, law enforcement emergency, etc.	Covers Students	C_DCMTYTKN C_DBLZZARD	Calamity Day If Blizzard bag day is used, hours required for Blizzard Bag Attribute	0.00 Y

Calendar Master Day Type	Description	Student/ Staff Attr	EMIS Exception Attribute	Use	Hours Req'd
Non-Attending Day	Weekend day on calendar or days when students are not expected to attend		None	Not a day where groups are expected to attend	N
Calamity Make-up Day	Make-up hours added to a regular school day	Covers Student & Staff	C_HRSLNGTH	Use only if regular day is extended for make up time.	Y (hours must be more than scheduled hours)
School Half Day	Regular school day shortened not due to weather, ex. early dismissal, late start, etc.	Covers Student & Staff	C_HSHRTNOP	Use only if regular day is shortened to half day for a reason other than weather	Y (hours must be less than scheduled hours)
Religious Holiday	Planned Holiday	Covers Student & Staff	C_DPLANNED	Full planned day when group is not in session	0.00
Parent-Teacher Day	Parent/Teacher Conference Date, Students attend full day	Staff Attends full day + PT conf hours	C_PTCONFRC	Parent/teacher conference hours this day, could be full day or partial day	Y
	If School day for students is shortened for PT Conferences, an additional attribute needs to be reported	Student	C_HSHRTPLN	Hours in session for students when day is shortened for planned reasons other than weather	Y
	If students do not attend at all on this day, a planned full day attribute needs to be reported	Student	C_DPLANNED	Full planned day when group is not in session	0.00
Teacher In-Service Day	Staff Professional Meeting date, full or partial day	Staff	C_PRFLMEET	Professional Teacher Meeting hours this day	Y
	If School day for students is shortened, an additional attribute needs to be reported	Student	C_HSHRTPLN	Hours in session for students when day is shortened for planned reasons other than weather	Y

Calendar Master Day Type	Description	Student/ Staff Attr	EMIS Exception Attribute	Use	Hours Req'd
Teacher Work Day	Staff Professional Meeting date, full or partial day (IF professional development is received)	Staff	C_PRFLMEET	Professional Teacher Meeting hours this day	Y
	If School day for students is shortened, an additional attribute needs to be reported	Student	C_HSHRTPLN	Hours in session for students when day is shortened for planned reasons other than weather	Y
School Day	Day shortened due to weather, not a full attendance day	Covers Student and Staff	C_HSHRTWEA	Actual hours in session on this day;	Y (hours should always be less than the scheduled hours)
Waiver Day	Waiver Day		C_DPLANNED	Only used for IPP Waiver, no longer used for weather related days	0.00
Vacation Day	Planned school vacation day	Covers Student and Staff	C_DPLANNED	Full planned day when group is not in session	0.00
Additional Exceptions					
	For students that attend on a Sat or Sun that is not in the regular schedule and not reported via C_YWKENDXX, can be make-up days, Other	Add Exception, Select Planned Weekend Make-Up Day	C_HRSWKEND	For students that attend on a Sat or Sun that is not in the regular schedule and not reported via C_YWKENDx, can be make-up days, Other	Add Exception, Select Planned Weekend Make-Up Day



NOTE: When an unplanned EMIS exception occurs for all sub-calendars in the building, ex. the day is cancelled due to snow, in addition to adding the EMIS Exception to the sub-calendars, remember to update the **Actual School Day Type** on the Master Calendar to reflect that school was cancelled.

Additional Calendar Attributes

The following attributes are reported when specific values are checked on Sub-calendar Maintenance in the EMIS section. These attributes have no dates associated with them. When choosing the weekday options listed below that students are “Not expected to be in attendance between the first and last day of school on every”, this submits an EMIS Exception that is included in the transfer file to ODE. **It does NOT automatically mark these days as non-attending days on the sub-calendar.** This must be done by entering a Calendar Exception, which can be performed using the Calendar Bulk Exception update. These attributes are reported when the checkboxes in the following sections are checked on sub-calendar maintenance:

Not expected to be in attendance between the first and last day of school on every:	
Monday:	<input type="checkbox"/>
Tuesday:	<input type="checkbox"/>
Wednesday:	<input type="checkbox"/>
Thursday:	<input type="checkbox"/>
Friday:	<input type="checkbox"/>
Expected to be in attendance between the first and last day of school on every:	
Saturday:	<input type="checkbox"/>
Sunday:	<input type="checkbox"/>

Attribute Name	Description	Sub-calendar Maintenance Element
C_YWKDAYMN	For students who are not expected to be in attendance on every Monday between the first and last day of school.	Not expected to be in attendance: Monday
C_YWKDAYTU	For students who are not expected to be in attendance on every Tuesday between the first and last day of school.	Not expected to be in attendance: Tuesday
C_YWKDAYWD	For students who are not expected to be in attendance on every Wednesday between the first and last day of school.	Not expected to be in attendance: Wednesday
C_YWKDAYTH	For students who are not expected to be in attendance on every Thursday between the first and last day of school.	Not expected to be in attendance: Thursday
C_YWKDAYFR	For students who are not expected to be in attendance on every Friday between the first and last day of school.	Not expected to be in attendance: Friday
C_YWKENDSA	For students who are expected to be in attendance on every Saturday between the first and last day of school	Expected to be in attendance between the first and last day of school on every: Saturday

Attribute Name	Description	Sub-calendar Maintenance Element
C_YWKENDSU	For students who are expected to be in attendance on every Sunday between the first and last day of school	Expected to be in attendance between the first and last day of school on every: Sunday
C_CLDRSPEC	ODE provides the value for districts reporting this item; very few calendars qualify; check with ODE to determine if this is needed	Exempt from Minimum Total Hours and/or Days

Add EMIS Exceptions to Sub-calendars


Calendar exception days maintained on the master calendar are not reported for each sub-calendar. EMIS Exceptions **must be added to each sub-calendar** for any calendar exception day noted on the master calendar. From that point on, all sub-calendars must be maintained individually. Only EMIS exceptions defined for the specific sub-calendar will be reported. The Calendar Exceptions Management page provides a fast and convenient way to modify sub-calendars and add EMIS exceptions.

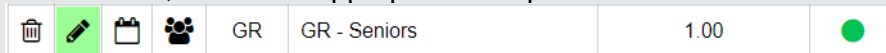
The Calendar Bulk Exception Management page provides the ability to modify multiple calendars at the same time. If you have a snow day that affects multiple calendars in the building, the Bulk Exception Management page allows you to define the exception once and assign it to multiple calendars all in the same transaction.


Note: If students will be attending school on any day on the sub-calendar for the building that may be a snow day for others in the same building, the master calendar day type can be changed to a non-attending day. However, the buildings who have sub-calendars where the students will be attending on those days will need to update their sub-calendar to reflect it is an attending day, and remove any EMIS exception that is no longer applicable. Attendance can be taken for students on the sub-calendars for days that the sub-calendar has an attending day when the Master Calendar does not. In this scenario, the snow day EMIS exception would only be added to those calendars where students didn't attend that day. The EMIS transfer will only include the attributes created for a day on each sub-calendar. The transfer ***DOES NOT*** look at the Calendar day type or the Master Calendar.

Adding (or Editing) a Sub-calendar

1. With the building in context, navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Sub-calendars**.

2. To add a new sub-calendar, click . If editing a subcalendar, select the appropriate edit pencil.



- a. **Code:** Select a code up to 4 characters that makes the sub-calendar recognizable to you.
- b. **Name:** Choose a name that corresponds to the Code selected.
- c. **Max Absence Level:** This should be Full Absence unless it is a non-attendance sub-calendar. Then the selection should be Non-Attending.
- d. **Daily Start Time & Daily End Time:** If these values are different than the master calendar, fill in the fields with the correct values for the sub-calendar.
- e. **Calendar Start Date & Calendar Stop Date:** If either of these dates is different than those on the Master Calendar, update them to reflect the correct date.
- f. **Attendance Pattern:** Select the appropriate value from the dropdown. Each value can only be used once per building (and it's best if it is just used once per district), and the '**' value should be used for the default sub-calendar in each building.
- g. **All Grade Levels:** Only check the All Grade Levels for the default sub-calendar in each building (if applicable). For other sub-calendars, move the appropriate grade levels over to the right dual select box.
- h. **To Be Reported:** Days or Hours. Most every district should be using Hours now unless their district still has a contract for 'days'.
- i. **Hours Per Day:** This value should be the number of hours the building is open for education, and should not include the time for lunch.
- j. **Exempt from Minimum Total Hours and/or Days:** Insert code from ODE, if applicable.
- k. **Ignore Percent of Time in Attendance Calculation:** Check the box if you do not want the Attendance Calculation to utilize the Percent of Time on the student's FS Standing tab of the Edit Profile.
- l. **Include in Attendance Calculation:** Uncheck the box if you do not want this calendar to be included in the Attendance Calculations.
- m. **Date of Spring Administration – Math Test:** This field is obsolete. Ignore.
- n. **Not expected to be in attendance between the first and last day of school on every:** Check any box where students on this calendar will never attend on a specific day.
- o. **Expected to be in attendance between the first and last day of school on every:** Check any box where students on this calendar will be expected to attend on a weekend day on a regular basis.
- p. **Report to EMIS:** Check this box for each subcalendar that should be reported to EMIS.
- q. **Once updates are complete,**  the sub-calendar.

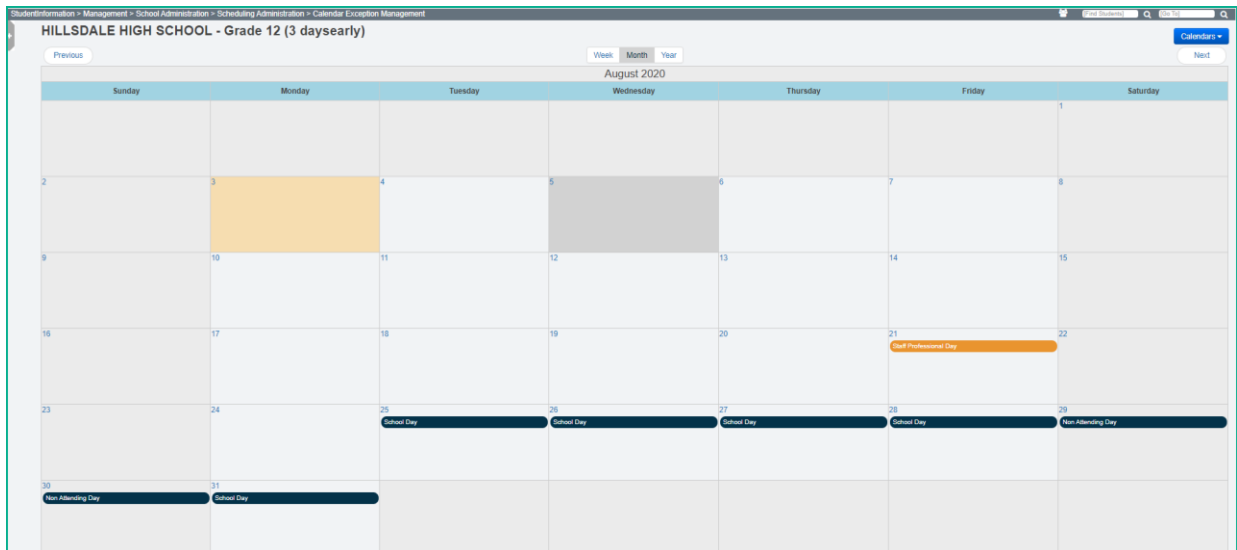
Any student assigned to this sub-calendar will now show the Attendance pattern associated with this calendar on their current FD record.

Repeat the steps listed above for each sub-calendar in each building that is to be reported to EMIS.

Creating EMIS Exception Days

For EMIS reporting, you will need to create exception days for days either inside or outside of the normal school calendar. All exceptions can now be updated from the Calendar Exceptions Management Page or the Calendar Bulk Exception Management Page, which allows you to update multiple calendars in the same transaction.

The Calendar Exceptions Management page may be accessed at the district or building level. With the district in context, you can select any calendar in any building in the district.



An event may be added or updated by clicking on the day on the calendar display. A separate page will display allowing you to complete the addition or update for that day. Multiple EMIS exceptions may be added to the day. The calendar Actual day type, Arrival and Departure Times, Periods of the Day, and Bell Schedules may also be adjusted through the calendar exception management page.

When adding EMIS exceptions, multiple exceptions may be entered on the same day. Select the exception type, enter the Hours (if hours are to be reported as 0.00, you must still enter the 0.00 hours value). When you click on a day, the following window is displayed:

08/27/2020

Sub Calendar Day

The Sub Calendar Day Type is used to override the Master Calendar Actual Day Type. This means that if the Master Calendar Actual Day Type changes, the Sub Calendar Day Type specified here is still used.

Enter a Daily Start Time and/or Daily Stop Time to override the current Sub-Calendar's or Master Calendar's start (7:55 AM) and stop (3:00 PM) time(s).

Master Calendar Day Type: School Day

Sub Calendar Day Type: Use Master Calendar Day Type

Daily Start Time: 10 AM

Daily Stop Time:

Periods of the Day:

1 2 3
 5 LA LB
 7 8

If the start or stop time is changed due to the EMIS Exception update the times here

State Reporting Exception(s)

Weather Related Shortened Day 4.5

Save Cancel

To add an exception to a calendar day:

1. With the district or building in context, navigate to: **StudentInformation** » **EMIS** » **Calendar Reporting Collection (C)** » **Calendar Exception Management**. If you don't have access to EMIS but have access to scheduling, you may also access the page at **StudentInformation** » **Management** » **School Administration** >> **Scheduling Administration** > **Calendar Exception Management**.


- a. Select a Calendar from the dropdown.

Please Select A Calendar. Calendars ▾

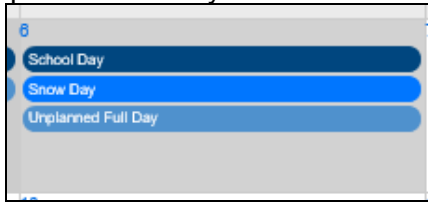
All calendars in the district will be listed by building. First select the building, and then the calendar for the building you're working with.

- b. Select the **Date** for the Exception by clicking on the date. Dates may be either inside or outside the school calendar.
- c. If the Actual day type needs to be changed from a School day to another type of day, select the appropriate value from the **Sub-calendar Day**

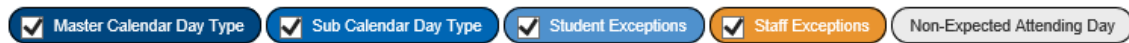
Type dropdown.

- d. Update the Arrival or Departure time if day is lengthened or shortened.
- e. If the change is only for specific periods of the day, check the periods of the day that apply.
- f. To add the EMIS exception, click the  at the bottom of the State Reporting Exception(s) box. Select the Exception Day type from the dropdown, enter the hours for the exception even if the hours = 0.00.
- g. Click **Save**.

Days with exceptions are easily visible on the calendar.



Day types and exceptions are color coded so that you can easily tell if the entry is for the master calendar day type, Actual Day, EMIS Student Exception or Staff Exception. See the key at the bottom of the calendar page to select which types of events you wish to display on the calendar.



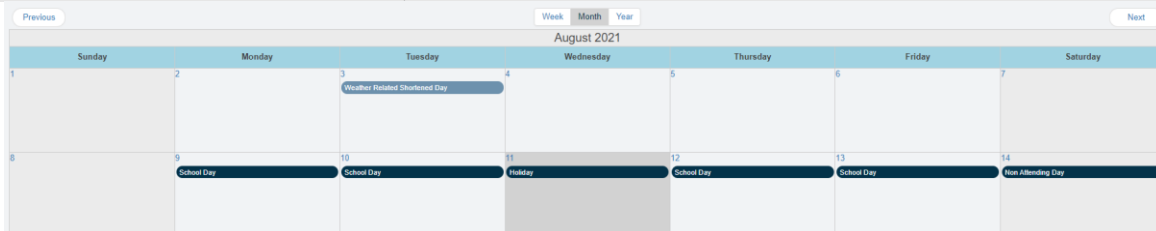
Additional display options at the top of the calendar provide the ability to change your display from a Week View, Month View or Year View. In addition, [Previous](#) and [Next](#) options allow you to scroll from month to month and back for all months defined in your school year.

Note: When adding EMIS exceptions for days outside of the master calendar, you will only be able to add EMIS exceptions since the Calendar day type is **NOT** a school day on the calendar. Any EMIS Exceptions added outside of the calendar start/end dates will be included in the EMIS transfer file, and attendance can be taken for students on those days.

NOTE: If a subcalendar has a start date prior to the beginning of the Master Calendar, the designation of 'school day' will not appear on the calendar. However, you can still add EMIS Exceptions for them, and enter absences for students on those dates.

The display would be similar to this:

Master Calendar start = 8/9/21; Junior Calendar Start = 8/2/21



Creating EMIS Exception Days using the Calendar Bulk Exception Management Page

Use the Calendar Bulk Exception Management page to add EMIS exceptions to multiple calendars for the same date. When accessed at the district level, calendars from buildings throughout the district may be modified at the same time.

The Bulk page presents a different view than the calendar Exceptions page. The page consists of four areas to update details.

1. **Sub-calendar Day** – this section provides the ability to change the type of calendar day the day reflects. For example, if the day was a school day but now it's a snow day, select the proper Sub Calendar Day type from the dropdown to change the day on selected calendars.

The Sub Calendar Day Type is used to override the Master Calendar Actual Day Type. This means that if the Master Calendar Actual Day Type changes, the Sub Calendar Day Type specified here is still used.

Sub Calendar Day Type: Use Master Calendar Day Type

Daily Start Time:

Daily Stop Time:

Periods of the Day: Include All Periods

No Action Update

If the start or stop time is changed due to the EMIS Exception, update the times here

2. **State Reporting Exception(s)** – this section provides the ability to add, update or remove any EMIS exceptions for the selected days and calendars. Select the EMIS exception type from the dropdown and specify the hours for the exception.

State Reporting Exception(s)

Parent Teacher Day 3.0

Planned Shortened Day 3.0

No Action Remove Exception(s) Remove and Replace Exception(s) Add / Update Exception(s)

3. **Day(s)** – this section provides the ability to select the calendar dates you wish to add exceptions to. You can select multiple days to update. Each day selected will appear in a box on the right as Added Days to apply the changes to. Click **Add Days** to begin selecting dates to update.

The screenshot shows a 'Day(s)' selection window. At the top, there are tabs for 'Add Day(s)' and 'Recurring Day(s)'. Below the tabs is a calendar for August 2020. The days 6, 26, and 27 are highlighted in blue, indicating they are selected. To the right of the calendar is a list titled 'Added Day(s)' which contains two entries: '08/26/2020' and '08/27/2020'. At the bottom of the window, there are two buttons: 'Use These Days' and 'Cancel'.

Once days are selected, they will appear in the Day(s) section.

The screenshot shows the 'Day(s)' section of the interface. It contains a list of selected dates: '08/26/2020' and '08/27/2020'. Below the list, there are two buttons: 'Add Days' and 'Clear'.

4. Calendar(s) – use this section to select all calendars you wish to apply the changes to. Multiple calendars may be selected from each building. If you select the checkbox beside the school name, all calendars for that school will be selected. Leave it unchecked if you wish to select individual calendars from each building.

The screenshot shows the 'Calendar(s)' section. It features a list of schools with checkboxes for selecting calendars. The schools listed are Ashland High School, Ashland Middle School, and Edison Elementary School. For each school, there are checkboxes for 'Default' and 'Default Non-attending Calendar'. There is also a checkbox for 'GRADUATES/EARLY RELEASE'.

5. Once all selections have been made, click  at the bottom of the page to save your changes.

Sub-calendar Examples

This section defines different scenarios for calendars that may be needed in a building. This is not an all-inclusive list, but each example may be used as a template for another calendar you may need.

When creating a sub-calendar, you are making a copy of the master calendar. Each Calendar day is associated with the master calendar until you add a sub-calendar exception and choose to disassociate the day from the master by selecting a day type which differs from the day type on the master calendar for the day (This disassociation also occurs when you select a different Day Type when using the Calendar Exception or Calendar Bulk Exception pages):

StudentInformation > Management > School Administration > Scheduling Administration > Sub-Calendar Days

Sub-Calendar Day Maintenance - HS Default (Default)

From this screen, you can display, add, change and delete data pertaining to Sub-Calendar Day Exceptions.

General

i The Day Type is used to override the Master Calendar Actual Day Type. This means that if the Master Calendar Actual Day Type changes, the Day Type specified here is still used.

Daily Start Time:

Daily Stop Time:

Periods of the Day: 1 2 3 4 5A 5B 5C 6 7 8 9 10 LA LB 11

Day Type:

Single Day Recurring Pattern

Date:

Once the day has been disassociated from the Master Calendar, when you edit the sub-calendar days, the disassociated day will appear with the edit pencil. This means that changes made for this date on the master calendar will not trickle down to this calendar. (This applies to day types only, no EMIS exceptions are located on the Master Calendar). Any other day associated with the master where no exception exists will still be updated when the master calendar day is updated.

Non-attending Calendar (DNAC)

1. Navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Sub-calendars**.
 - a. Add a non-attending sub-calendar by clicking **Add Sub-calendar**.
 - b. Type in a **Code** that makes sense to you and your school.
 - c. DNAC is used as the code in the example following this step by step.
 - d. Next give the sub-calendar a **Name** that makes sense to you and your school.
 - e. Select the **Max Absence Level** from the dropdown. Since we are creating the non-attending calendar, choose **Non-attending**.
 - f. Uncheck the Report to EMIS checkbox for non-attending calendars.
 - g. Complete the rest of the values on the page under the EMIS tab.
 - h. Click **Save**.
 - i. See the example screenshot below this step by step.

General

Code: *

Name: *

Max Absence Level: *



Daily Start Time:

Daily Stop Time:

Is Active:

Enter a **Daily Start Time** and/or **Daily Stop Time** to override the current Master Calendar's start (7:40 AM) and stop (2:25 PM) time(s).
If you do not enter a value, the **Daily Start Time** and/or **Daily Stop Time** field(s) uses the value entered on the Master Calendar.

Half (1/2) Day Calendar

1. Navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Sub-calendars**.
2. Each sub-calendar you had in the prior year should have copied to the future year during SYI.
3. The Code, Name, and Max Absence Level get copied from the master calendar. The actual exceptions do not copy.
4. Be sure to update the Daily Start Time & Daily End Time if they are different than the values on the Master Calendar.
5. You'll notice the first calendar has a lock. This is the default calendar or the copy of the master calendar. Different schools call it different names. In the example screenshot following this step by step, the default or master calendar is called 1.
6. The other sub-calendars will not have locks.
7. When setting up the half day calendar, the Hours Per Day field should be the **total number of hours** in a regular school day. If all other students in the building attend 6 hours per day, then the Hours Per Day for a half day calendar should be 6, even if the students on this calendar attend only 50% of the time.
8. Click on the  icon of one of the calendars that isn't locked. The Max Absence Level is no longer used in the attendance/absence calculations, so the value can be left at Full Absence.
9. Once I click on the  icon I'm brought to the **Sub-calendar Days** page.
 - a. You'll notice everyday has a lock on it. This means that each day is the same day type as the master calendar. The day types for each day in the calendar can also be viewed on the Calendar Exceptions Management Page.
 - b. The locks mean the sub-calendar **wasn't** disassociated from the master calendar. Since the sub-calendar wasn't disassociated, anytime you change a day on the master calendar it automatically changes the day on the sub-calendar.
 - c. An example would be if December 15th became a **Snow Day** instead of a **School Day**. If you change December 15th to a **Snow Day** on the master calendar it will automatically change December 15th to a **Snow Day** on all sub-calendars.
 - d. StudentInformation gives you the option of making everyday on the ½ day sub-calendar an actual ½ day. This step isn't necessary, but can be done. Right now the **Day Type** column matches the master calendar and says **School Day**.
 - e. To change each **Day Type** to a **School Half-Day** instead of **School Day** to better reflect the actual day type, click **Create Exception(s)**.
 - f. The **Day Type** dropdown is currently defaulting to **Use Master Calendar Actual Day Type**.
 - g. Since we are editing the ½ day calendar, change the **Day Type** to **School Half-Day**.
 - h. Click **Recurring Pattern**.
 - i. The screen will refresh.
 - j. In the **Begin** field type in the first day of school and the last day of school since everyday during the school year will be a **School Half-Day**.
 - k. Check the appropriate **Days of the Week**. In the example following this step by step M, T, W, R, F are checked.
 - l. Put a checkmark in **Replace Existing Exceptions**.

m. Click Save.

10. You will receive the following message:

The pattern was applied. 99 calendar days were updated.

11.

Since the days have pencils instead of locks, I can tell this sub-calendar was disassociated from the master calendar. August 27, in the example below has been disassociated from the master calendar.

		Date ▲	Rotation Day	Time	Day Type
🔒	🔒	Sep 02, 2021	Thursday		School Day
🔒	🔒	Sep 03, 2021	Friday		School Day
🔒	🔒	Sep 04, 2021			Non Attending Day
🔒	🔒	Sep 05, 2021			Non Attending Day
🔒	🔒	Sep 06, 2021			Non Attending Day
🔒	🔒	Sep 07, 2021	Tuesday		School Day
🗑️	✎	Sep 08, 2021	Wednesday	1, 2, 3	School Half-Day
🔒	🔒	Sep 09, 2021	Thursday		School Day
🔒	🔒	Sep 10, 2021	Friday		School Day

12. If you would change a school day to a Snow Day on the master calendar, the day wouldn't automatically update to a Snow Day on the sub-calendar since the sub-calendar had been disassociated.

EMIS Settings

For any calendar day that has been updated, add the EMIS exception to this calendar day using either the Calendar Exception Management or the Calendar Bulk Exception Management.

EMIS Exceptions

When entering EMIS Exceptions for calendars that are 'half-day' students only, the amount of time attended on the exception needs to be doubled in order for the student to get the full amount of attendance.

Ex. If the students are on a subcalendar whereby the 'Hours' value reported is 6, and the students attend from 9 a.m. to noon each day (3 hours), if school is delayed for two hours which provides one hour of attendance for them, and an Unplanned Shortened Day EMIS exception is entered for this half day calendar, districts will want to enter the exception with a value of 2 hours of attendance instead of one hour of attendance. This allows the student's 50% of time to calculate as expected in the attendance calculation, and the student's time attended will be one (1) hour.

Staggered Start KG Calendar

For KG Students, whose first day of school is later than the first day of school on the regular calendar, it is necessary to create a different calendar for this group of students. (If you have AM only and PM only students, separate calendars should be created for these groups as well.) Be sure to update the start and stop dates on these sub-calendars to the actual dates these students are expected to be in school. Follow these steps to set up the sub-calendar:

1. Navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Sub-calendars**.
 - a. Add a sub-calendar by clicking **Add Sub-calendar**.
 - b. **General Section:** Type in a **Code** that makes sense to you and your school.
 - c. Next give the sub-calendar a **Name** that briefly describes the calendar.
 - d. The **Max Absence Level** value can remain at Full Absence as it is no longer included in the attendance calculations.
 - e. Since this is a PM calendar update the start and stop times to reflect the actual start and stop times these students are expected to be in attendance.
 - f. Make sure Is **Active** is checked.

General	
Code:*	<input type="text" value="3"/>
Name:*	<input type="text" value="KG Staggered Start PM"/>
Max Absence Level:*	<input type="text" value="Full Absence"/>
Daily Start Time:	<input type="text" value="12:00 pm"/>
Daily Stop Time:	<input type="text" value="03:00 pm"/>
Is Active:	<input checked="" type="checkbox"/>

Enter a Daily Start Time and/or Daily Stop Time to override the current Master Calendar's start (8:40 AM) and stop (3:15 PM) time(s).
If you do not enter a value, the Daily Start Time and/or Daily Stop Time field(s) uses the value entered on the Master Calendar.

EMIS Section:

2. Enter the start date for the calendar.
3. Enter the end date for the calendar.
4. From the Attendance Pattern dropdown, select the attendance pattern to report for students assigned to this calendar. (Each KG calendar will need a different attendance pattern.)
5. Select the Grade levels to be assigned to his calendar. If this is not the default calendar for the building, do not check the 'all grades' checkbox.
6. Select Days or Hours from the 'To be reported' selection.
7. Enter the number of hours per day. If students attend only a half a day, enter the hours for a full day calendar. The student's Percent of Time will be used to adjust attending hours in attendance and enrollment calculations.
8. Leave the box blank for Exempt from Minimum Total Hours and/or Days. ODE will be providing values to be used for this attribute, if required.
9. Unless this calendar is a calendar where FTE is already taken into consideration in the days of the calendar (i.e. all-day Mon, all-day Wed, half-day Fri calendar), leave 'Ignore Percent of Time in Attendance Calculation' option unchecked.

10. Check the option 'Include in Attendance Calculation' if attendance is to be calculated for students assigned to this calendar.
11. Ignore 'Date of Spring Administration – Math Test'.
12. If students are not to be in attendance on any day of the week for all weeks on the calendar, check the boxes for the appropriate days under the section '**Not Expected to be in attendance between the first and last day of school on Every:**' option.
13. If students will attend on Saturdays or Sundays every week, check the boxes for the appropriate days students will attend every week under the option '**Expected to be in attendance between the first and last day of school on every:**' option.
14. Check the checkbox for '**Report to EMIS**' if this calendar is to be included in EMIS reporting.
15. Click **Save** to save the calendar.

Alternating Attendance Day Calendar

For students who attend Monday & Tuesday full days and Wednesday morning only, it is necessary to create a separate sub-calendar for them to indicate the days they are expected to be in attendance.

1. Navigate to: **StudentInformation » Management » School Administration » Scheduling Administration » Sub-calendars.**
 - a. Add a sub-calendar by clicking **Add Sub-calendar.**
 - b. Type in a **Code** that makes sense to you and your school.
 - c. Next give the sub-calendar a **Name** that makes sense to you and your school.
 - d. The **Max Absence Level** value can remain at Full Absence as it is no longer included in the attendance calculations.
 - e. Since the days on this calendar start and end at different times, do not update the start and stop times.
 - f. Make sure **Is Active** is checked.
 - g. See the example screenshot below this step by step.

General

Code:*

Name:*

Max Absence Level:*

Daily Start Time:

Daily Stop Time:

Is Active:

Enter a Daily Start Time and/or Daily Stop Time to override the current Master Calendar's start (8:40 AM) and stop (3:15 PM) time(s). If you do not enter a value, the Daily Start Time and/or Daily Stop Time field(s) uses the value entered on the Master Calendar.

2. For this calendar, you will need to indicate which days students are not expected to be in attendance. In this scenario, students will never attend on Thursday or Friday. On the sub-calendar maintenance page, check the boxes beside Thursday and Friday to indicate students will not be in attendance. By checking these boxes, the attributes C_YWKDAYTH and C_YWKDAYFR will be reported for this calendar.

Not expected to be in attendance between the first and last day of school on every:

Monday:

Tuesday:

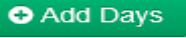

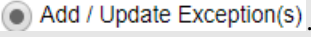

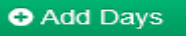
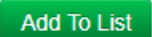
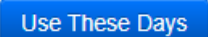
Wednesday:

Thursday:

Friday:

3. The next Step will be to create Calendar Exceptions to set the days off which students will never attend to non-attending days.
 - a. Navigate to the Calendar Bulk Exceptions page at **StudentInformation > Management > School Administration > Scheduling Administration > Calendar Bulk Exception Management.**
 - b. Select **Sub-calendar Day type** of Non-Attending Day
 - c. Click Update in the first box.
 - d. In the State Reporting Exception(s) box, click No Action . Since we've

checked the boxes on the sub-calendar maintenance page to indicate students don't attend any Thursday or Friday, no additional EMIS exceptions are needed.



- e. In the Day(s) box, Click  to begin selecting days on the calendar to apply exceptions to. For each month of the calendar, click on Thursday and Friday to add those days to the days selected box. Scroll through each month and select the days to add.
 - f. In the Calendar(s) box, check the box beside the calendar(s) these exceptions apply to.
 - g. Click **Save**.
 - h. The Thursdays and Fridays on the sub-calendar then have the Sub-Calendar Day Type selected as Non-Attending Day.
4. The next Step will be to create EMIS Exceptions to report the half days off which students will not be attending.
- a. Navigate to the Calendar bulk Exceptions page at **StudentInformation > Management > School Administration > Scheduling Administration > Calendar Bulk Exception Management.**
 - b. Select **Sub-calendar Day type** of School Half-Day, and fill in the correct Daily Start Time and Daily Stop Time for the Half-Days.
 - c. Click  in the first box.
 - d. In the State Reporting Exception(s) box, click . Then click the  and enter the EMIS Exception of Planned Shortened Day with the number of hours the day will be in session.
 - e. In the Day(s) box, Click  to begin selecting days on the calendar to apply exceptions to. For each day that students will only be in attendance a Half Day (in ex., Wed mornings) choose the Recurring Days tab and select the first Wednesday of the school year as the Begin Date and the last Wednesday of the school year as the end date. Check the 'W' under Days of the Week and then click . The list of days will populate in the Added Days section. Be sure to remove any days which are not attending days (example over Christmas break), and once complete, click .
 - f. In the Calendar(s) box, check the box beside the calendar(s) these exceptions apply to.
 - g. Click **Save**.
 - h. The Wednesdays on the sub-calendar then have the Sub-Calendar Day Type selected as School-Half Day with an EMIS Exception indicating the day is only in session for half a day.

Graduates – Early Release Calendar

For seniors or other students who will be released from school at the end of the school year earlier than students on the regular calendar, it is necessary to create a different calendar for this group of students.

1. Navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Sub-calendars**.
 - a. Add a sub-calendar by clicking **Add Sub-calendar**.
 - b. Type in a **Code** that makes sense to you and your school.
 - c. Next give the sub-calendar a **Name** that makes sense to you and your school.
 - d. The **Max Absence Level** value can remain at Full Absence as it is no longer included in the attendance calculations.
 - e. If the daily start and/or stop times are different than on the Master Calendar, update them. If they are the same times as the Master Calendar they do not need to be updated.
 - f. Make sure **Is Active** is checked.
 - g. See the example screenshot below this step by step.

The next step will be to update the Calendar End Date for these calendars to the actual last day these students are expected to be in attendance. For example, if the seniors are not expected to be in attendance the last 3 days of school, you would update the Calendar End Date from 5/21/21 to 5/18/21.

EMIS	
Calendar Start Date:*	(Current Master Calendar Start Date: 8/25/2021) <input type="text" value="08/25/2021"/> 
Calendar End Date:*	(Current Master Calendar Stop Date: 5/26/2022) <input type="text" value="05/20/2022"/> 

EMIS Exceptions do not need to be created for those days after the last date of the sub-calendar. ODE will not be looking for any student attendance on those days.

Preschool Calendars

The FS Standing Percent of Time field is being calculated and reported for preschool students utilizing the same methods for all other grade students. ODE wants a better understanding of the amount of time PS students are receiving instruction.

Preschool percent of time calculation is based on what a **full time preschool student could attend** at your district and can be calculated as follows:



NOTE: No days should be checked on the sub-calendar for preschool students when the district offers preschool all five days, even if some students only attend 2 or 3 days a week. It should be utilized if a district offers preschool less than 5 days a week, ex. PS students can only attend M-Th, then Friday would be checked as indicated below.

Not expected to be in attendance between the first and last day of school on every:	
Monday:	<input type="checkbox"/>
Tuesday:	<input type="checkbox"/>
Wednesday:	<input type="checkbox"/>
Thursday:	<input type="checkbox"/>
Friday:	<input checked="" type="checkbox"/>

Preschool offered 5 days per week at district

Note: The denominator should be the total hours per day that preschool is offered.




Denominator = 6 (hours per day) x 5 (days per week)

Student attending M-W-F AM calculates as follows:

$9 \text{ (hours per week attended)} \div 30 \text{ (possible hours per week)} = .3 \text{ or } 30\%$
for percent of time field on FS Standing tab

1. Navigate to: [StudentInformation](#) » [Management](#) » [School Administration](#) » [Scheduling Administration](#) » [Sub-calendars](#).
 - a. Add a sub-calendar by clicking **Add Sub-calendar**.
 - b. Type in a **Code** that makes sense to you and your school.
 - c. Next give the sub-calendar a **Name** that makes sense to you and your school.
 - d. The **Max Absence Level** value can remain at Full Absence as it is no longer included in the attendance calculations.
 - e. If the daily start and/or stop times are different than on the Master Calendar, update them. If they are the same times as the Master Calendar they do not need to be updated.
 - f. Make sure **Is Active** is checked.
 - g. When the Percent of Time is included in the Attendance Calculation for students attending less than 100% of time for a full day PS calendar, the attendance values will be different than expected.
2. Since the Percent of Time is based on all days that Preschool is offered in a district, the 'Not expected to be in attendance between the first and last day of school on every' boxes would not be used for any preschool sub-calendar when the district offers Preschool five days per week.
3. The next step is to create **Calendar Exceptions** to label the non-attending days on a particular sub-calendar, ex. PSAM where students attend on

M/W/F while T/R are non-attending days.

- a. Navigate to the Calendar Bulk Exceptions page at **[StudentInformation > Management > School Administration > Scheduling Administration > Calendar Bulk Exception Management](#)**.
- b. Select **Sub-calendar Day type** of Non-Attending Day
- c. Click  in the first box.
- d. In the State Reporting Exception(s) box, click . Since the district offers PS five days per week, no EMIS Exceptions are required for the days the students do not attend.
- e. In the Day(s) box, Click  to begin selecting days on the calendar to apply exceptions to. For each month of the calendar, click on Tuesdays and Thursdays to add those days to the days selected box. Scroll through each month and select the days to add.
- f. In the Calendar(s) box, check the box beside the calendar(s) these exceptions apply to.
- g. Click **Save**.
- h. The T/R on the sub-calendar then have the Sub-Calendar Day Type selected as Non-Attending Day.

Preschool offered 4 days per week at district

Note: The denominator should be the total hours per day that preschool is offered.

Denominator = 6 (hours per day) x 4 (days per week)

Student attending M-W AM calculates as follows:

$6 \text{ (hours per week attended)} \div 24 \text{ (possible hours per week)} = .25 \text{ or } 25\%$
for percent of time field on FS Standing tab

1. Navigate to: **[StudentInformation](#)** » **[Management](#)** » **[School Administration](#)** » **[Scheduling Administration](#)** » **[Sub-calendars](#)**.
 - h. Add a sub-calendar by clicking **Add Sub-calendar**.
 - i. Type in a **Code** that makes sense to you and your school.
 - j. Next give the sub-calendar a **Name** that makes sense to you and your school.
 - k. The **Max Absence Level** value can remain at Full Absence as it is no longer included in the attendance calculations.
 - l. If the daily start and/or stop times are different than on the Master Calendar, update them. If they are the same times as the Master Calendar they do not need to be updated.
 - m. Make sure **Is Active** is checked.
 - n. When the Percent of Time is included in the Attendance Calculation for students attending less than 100% of time for a full day PS calendar, the attendance values will be different than expected.
2. Since the Percent of Time is based on all days that Preschool is offered in a district, the only time that the 'Not expected to be in attendance between the first and last day of school on every' boxes would be checked is if there is a day(s) during the week that Preschool is not offered. For example, preschoolers have the option of attending on M/W or T/R but Preschool is never offered on Friday for any student. In this scenario, where no preschool is offered on Friday, each Preschool sub-calendar would have the checkbox




for Friday checked to indicate students never attend on Friday. By checking this box, the attribute C_YWKDAYFR will be reported for each calendar. By checking these boxes, the attribute C_YWKDAYFR will be reported for this calendar. In this scenario, if some students attended only M/W or T/R, the non-attending days would **NOT** be checked on the sub-calendar maintenance page.

Not expected to be in attendance between the first and last day of school on every:

Monday:	<input type="checkbox"/>
Tuesday:	<input type="checkbox"/>
Wednesday:	<input type="checkbox"/>
Thursday:	<input type="checkbox"/>
Friday:	<input checked="" type="checkbox"/>

3. The next step is to create **Calendar Exceptions** to label the non-attending days on a particular sub-calendar, ex. PSAM where students only attend on Mondays, Wednesday. They would want to add Calendar Exceptions for T/R/F as non-attending days.

Navigate to the Calendar Bulk Exceptions page at **[StudentInformation > Management > School Administration > Scheduling Administration > Calendar Bulk Exception Management.](#)**

- i. Select **Sub-calendar Day type** of Non-Attending Day
- j. Click  in the first box.
- k. In the State Reporting Exception(s) box, click . Since we've checked the boxes on the sub-calendar maintenance page to indicate students don't attend any Friday, no additional EMIS exceptions are needed. This step is also utilized for Preschool calendars for students who attend only on M/W. The Calendar Exception of Non-Attending day should be selected for those days also.
- l. In the Day(s) box, Click  to begin selecting days on the calendar to apply exceptions to. For each month of the calendar, click on Fridays to add those days to the days selected box. Scroll through each month and select the days to add.
- m. In the Calendar(s) box, check the box beside the calendar(s) these exceptions apply to.
- n. Click **Save**.
- o. The T/R/F on the sub-calendar then have the Sub-Calendar Day Type selected as Non-Attending Day.

NOTE: ODE advised that the 'Not expected to be in attendance between the first and last day of school on every' should not be used for preschool calendars if other preschool calendars are in session on a specific day. They should only be used if Preschool is not in session on that day for the entire year for any Preschool calendars. The Preschool students are funded by way of a head count. They have also advised that it is important that the Percent of Time be correct for each student. For some calendars, the attendance for students may be off a little bit when calculated. This will not affect funding.

NOTE: At the present time it will also be best to set up a separate calendar for the preschool itinerant students using the example above. Typically, these students may

only attend for an hour per week, which can be set up using the same steps above, but for those itinerant student schedules instead.

Adding a sub-calendar mid-year when attending days for one grade level within a separate sub-calendar have changed



There are occasions when a new sub-calendar may need added after school has begun. A couple examples of this would be:

(1) A building has students in grades 9, 10 and 11 on a default sub-calendar. Later in the school year, a school day is set for Juniors to take the ACT or SAT school-wide. This day will now be a non-attending day for students in grades 9 and 10; or

(2) A building has students in grades 9, 10 and 11 on a default sub-calendar. Later in the school year, it is determined that juniors will take the ACT or SAT on a Saturday, which is a non-attending day on the calendar.

For these examples, a new sub-calendar will need to be created for the juniors to reflect an attending day when the remaining students on the default sub-calendar have a non-attending day.

The referenced selections below when setting up the new sub-calendar are to create a separate calendar for all-day juniors. Depending on the situation the new sub-calendar is needed for, your values *may be different*.

1. Determine the date the Juniors will be in attendance for the test.
2. For any sub-calendar in the building assigned to students who will not be required to attend school on testing day, add an EMIS exception for **Planned Day for 0.00 hours** to their calendar(s).
3. Add a unique Attendance Pattern for the new sub-calendar. With the district and current school year in context, navigate to **StudentInformation > Management > School Administration > EMIS > Attendance Pattern Maintenance**, click  and choose an Attendance Pattern Code, Attendance Pattern Description and Save.
4. With the building and current school year in context, navigate to **StudentInformation > Management > School Administration > Scheduling Administration > Sub-Calendars** and click .
5. Complete all values:
 - a. **Code** – Choose short code with meaning
 - b. **Name** – Name of sub-calendar
 - c. **Max Absence Level** – Full (not used in attendance calculations)
 - d. **Daily Start Time** – If different than the Master Calendar Start Time
 - e. **Daily Stop Time** – If different than the Master Calendar Stop Time
 - f. **Is Active** – Check
 - g. **Calendar Start Date** – same start date as the sub-calendar students are currently on (needs to be the beginning of the school year)
 - h. **Calendar End Date** – last day of attendance for this grade level
 - i. **Attendance Pattern** – newly created value in Step 3 above
 - j. **All grade levels** – Unchecked
 - k. **Grade Levels** – Select grade 11 only
 - l. **Days or Hours** – whichever is appropriate for this district

- m. **Hours Per Day** – enter the number of hours per day school is in session for a full day in this building
 - n. **Exempt from Minimum Total Hours and/or Days** – leave blank
 - o. **Ignore Percent of Time in Attendance Calculation** – unchecked
 - p. **Include in Attendance Calculation** – checked
 - q. **Date of Spring Administration of Math Test** – blank
 - r. **Not expected to be in attendance between the first and last day of school on every** – check only if applicable
 - s. **Expected to be in attendance between the first and last day of school on every** – check only if applicable
 - t. **Report to EMIS** – checked
6. Save the sub-calendar
 7. Add all EMIS Exceptions for the entire school year. This should include holidays, planned days off, parent teacher conferences, etc. Also include any snow delays or other exceptions that have occurred to date.

Assigning students to the new calendar

8. Create an Ad-Hoc Membership for the students in this grade level who need to be assigned to the new calendar. With the building and current year in context, navigate to the Student Profile Bulk Update, **StudentInformation > Management > Ad-Hoc Updates > Student Profile Bulk Update.**
9. On the **Select Ad-Hoc** tab, choose the Ad-Hoc Membership created for this purpose, and click .

10. On the tab, check the field and choose the new sub-calendar from the dropdown. Then move to the **Admission History Effective Start Date:** field and fill in with the date the change is being made or the first day of school, whichever method you choose. This will update the calendar on the General tab of the student profile as well as in Admission History.

11. Continue clicking until you reach the . On this tab, fill in the **Effective Start Date:** with the same date as the one in Step 10 above. On the same tab, navigate to the **Reporting Calendar:** field and select the new sub-calendar from the dropdown. The **Attendance Pattern:** field will be populated with the attendance pattern associated with the new sub-calendar. This will add a new FD record on the Student Profile with the date of the calendar change, and update the Reporting Calendar and Attendance Pattern as of that date.
12. Complete the Student Profile Bulk Update process. When getting to the tab, verify your selections are correct and click Submit.
13. Spot check some of the students in this grade level to verify the updated records.

Snow Days - How to enter Snow Days that occur on a reporting term start date

Qtr 2 was originally slated to end Friday, January 7th. Qtr 3 starts on Monday, January 10th. Inclement weather forces the district to cancel school on Friday, January 7th, pushing back the start of Qtr. 3 until Tuesday, January 11th instead.

1. At the building level in the school year you'd like to enter a snow day navigate to: **StudentInformation » Management » School Administration » School Building Administration » Calendar Dates Wizard.**

2. Skip to tab 3 named **Schedule Term Dates**.

3. Change Quarter 2's Stop Date to the day before you want 2nd semester to start. (01/10/22 in the example below). This sets the last day of the course term to January 11th. The first day of the 3rd quarter will now be January 12th.





StudentInformation > Management > School Administration > School Building Administration > Calendar Dates Wizard

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


i 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 Term 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		10/22/2021  *
2.	Quarter 2		01/10/2022  *
3.	Quarter 3		3/18/2022  *
4.	Quarter 4		5/26/2022  *

Changes to Stop Dates are Planned

< Back Next > Cancel

4. Click **Next >** to move to the **Non-Attending Days** tab.

5. In the **Date:***  field enter the date of the snow day. (01/07/22 in the example above)

6. In the **Day Type:*** dropdown select **Snow Day** 

7. Click **Next >**.

8. Leave the **Change in Non attending dates are Planned** checked.

Date: 01/07/2022  Thru:  Day Type: Snow Day  Note: School Cancelled Change in Non attending dates are Planned **Save**

9. Now click **Save** to add the snow day. Click Next to move to the next tab.

10. On the **Master Calendar Review** tab, click **Finish**.



Student Course Section Assignment Start Dates **are not** updated by the Calendar Dates Wizard. Use the **Course Section Assignment Dates page** to update student course section start dates.

StudentInformation > Management > School Administration > Scheduling Administration > Course Section Assignment Dates

EMIS Settings

For the Snow Day, an EMIS exception must be entered for all calendars where applicable. The exception may be entered for either one sub-calendar or as many sub-calendars as applicable using the Calendar Bulk Exception Management.

1. If you're just adding the exception to one calendar, at the building or district level, navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Calendar Exception Management**.
2. Locate the day to change to a snow day. Click on the day on the calendar. (If the day is also a blizzard bag day, leave the day type as a school day so that attendance may be taken.)
 - a. Under the Sub Calendar Day section, select 'Snow Day' from the dropdown section.
 - b. Under State Reporting Exceptions, click the **+** to add a new exception. Select Calamity Day from the exceptions dropdown. Enter 0.00 in the hours field.
 - c. If the Calamity Day is also a Blizzard Bag Day, click the **+** again and select Blizzard Bag day exception. Enter the hours to count towards the Blizzard Bag Day.
 - d. Click **SAVE** to save the record.

State Reporting Exception(s)

	Calamity Day ▼	0.0
	Blizzard Bag Day ▼	6.0



+

NOTE: When an unplanned EMIS exception occurs for all sub-calendars in the building, ex. the day is cancelled due to snow, and the day is **NOT** a Blizzard Bag day, in addition to adding the EMIS Exception to the sub-calendars, remember to update the **Actual School Day Type** on the Master Calendar to reflect that school was cancelled.

Snow Days - How to enter Snow Days or other non-attending days after the master calendar has been created that don't change course term start and stop dates

1. If you're just adding the exception to one calendar, at the building or district level, navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Calendar Exception Management**.
2. Locate the day to change to a snow day. Click on the day on the calendar.
 - a. Under the Sub Calendar Day section, select 'Snow Day' from the dropdown section. (If the day is also a blizzard bag day, leave the day type as a school day so that attendance may be taken.)
 - b. Under State Reporting Exceptions, Click the **+** to add a new exception. Select Calamity Day from the exceptions dropdown. Enter 0.00 in the hours field.
 - c. If the snow day is also a Blizzard Bag Day, click the **+** again and select Blizzard Bag day exception. Enter the hours to count towards the Blizzard Bag Day.
 - d. Click **SAVE** to save the record.


State Reporting Exception(s)

	Calamity Day	▼	0.0
	Blizzard Bag Day	▼	6.0

+

NOTE: When an unplanned EMIS exception occurs for all sub-calendars in the building, ex. the day is cancelled due to snow, and the day is **NOT** a Blizzard Bag day, in addition to adding the EMIS Exception to the sub-calendars, remember to update the **Actual School Day Type** on the Master Calendar to reflect that school was cancelled.

Makeup Days - How to change a non-attending to a school day

1. At the building level in the school year you'd like change the reporting term or schedule term, navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Master Calendar**.
2. Locate the day that will be a makeup day instead of a non-attending day.
 - a. Click on the  icon.
 - b. In the **Actual School Day Type:*** dropdown, select .
 - c. In the **Actual Rotation Day:*** dropdown, select the day of the week.

Note: If the make-up day is a weekend day, you'll need to select one of the normal days of the week to assign to the date. (*this will look like you have two days of the week with the same day but it won't matter*)

 - d. The Actual Student Attendance Day Count and Actual Staff Attendance Day Count automatically update to 1.0.
 - e. Ignore the **Is Fixed:** checkbox because it is not functional at this time.
 - f. In the **Tumble Rotation Day Duration:** section, only select **None**.
 - g. In the **Add Additional Day To:** section, leave both selections unchecked.
 - h. Click .
3. Next verify the **Actual Days:** count is correct.
4. Click Save.
5. If this is a full make-up day with the same number of hours as every regular school day, then nothing further is required to be done. Changing it to a School Day with no EMIS Exceptions will allow it to be counted as a regular school day. If there are EMIS Exceptions already in place on the sub-calendars for these days, the EMIS Exceptions should be removed from any sub-calendar that will now be an attending day.
6. If this day is shorter or longer than the regular school day to make up hours missed, then the appropriate EMIS Exception should be entered for the day indicating the number of hours that the students will be in attendance.
 - a. Longer Day – Choose Planned Lengthened Day with the total number of hours of attendance for that day; hours must be greater than the regular day hours
 - b. Shorter Day – Choose Planned Shortened Day with the total number of hours of attendance for that day; hours must be shorter than the regular day hours
 - c. Weekend Make-Up Day – Choose Planned Weekend Make up Day with the total number of hours of attendance for that day

Mass Updating calendars where this added day should NOT be an attending day.

1. Now that you've made this day a school day on the master calendar, it will be a school day on all sub-calendars unless you change the day to a non-attending day on calendars where this change doesn't apply. Use the Calendar Bulk Exceptions calendar page to update all sub-calendars at the same time.
 - a. Navigate to **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Calendar Bulk Exception Management**.

- b. In the Sub Calendar Day box, select Non Attending Day from the dropdown for Sub Calendar Day type. Click on Update .
- c. Click No Action in the State Reporting box as no EMIS exception will be reported for this day.
- d. In the Day(s) section, click on Add Days. From the calendar, click on the weekend day you changed on the master calendar to an attending day. Click to save the selected date.
- e. In the Calendar(s) box, check the box beside each calendar where the master calendar day change does NOT apply.
- f. Click **SAVE** to save the record.

Reporting Terms - How to change the last day of a reporting term or schedule term



In order to update the first day of school or a reporting term start date to a date that has already passed, you will need to be granted extra security permissions named **- Update past on calendar dates wizard** . Please contact your security administrator to verify you have needed security permissions.

1. At the building level in the current school year you'd like to change the reporting term or schedule term, navigate to: **StudentInformation** » **Management** » **School Administration** » **School Building Administration** » **Calendar Dates Wizard**.
2. You will be on the **Calendar Boundaries** tab. Do not make any changes on this tab and click **Next**.
3. Now you will be on the 3rd tab named **Schedule Term Dates**.
 - a. Change the Stop Date of the corresponding Reporting Term/Schedule Term.
 - b. In this example, I have chosen to change the Stop Date of Quarter 2 which will affect the Start Date of Quarter 3 or 2nd Semester only classes.





StudentInformation > Management > School Administration > School Building Administration > Calendar Dates Wizard

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

i 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 Term 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		10/22/2021  *
2.	Quarter 2		01/10/2022  *
3.	Quarter 3		3/18/2022  *
4.	Quarter 4		5/26/2022  *

Changes to Stop Dates are Planned

< Back Next > Cancel

- On the **Calendar Dates Wizard** page on tab 3 **Schedule Term Dates**, I am changing Quarter 2 to end Monday, January 10th instead of Friday, January 7th.
- c. This will change the Quarter 3 start date to January 11th.
 - d. Leave the checkbox in **Changes to Stop Dates are Planned**. At this time the checkbox is not functional.
 - e. Click **Next**.
4. Now you are on the 4th tab named **Non-Attending Days**, click **Next** to move to the last tab.
 5. Your changes are now reflected on the final tab named **Master Calendar Review**.
 - a. On the Master Calendar Review tab, you'll notice the start date of the 2nd semester only class was automatically updated with the new start date of January 11th.

- Next, check to make sure the reporting term start and stop dates updated by navigating to: **StudentInformation » Management » School Administration » Scheduling Administration » Initialization » Reporting Terms Maintenance.**

StudentInformation > Management > School Administration > Scheduling Administration > Initialization > Reporting Terms Maintenance

Reporting Terms Maintenance

From this screen, you can display and change data pertaining to reporting terms.

			Code	Name	Start Date	End Date	Planned Days	Actual Days	Sort Order	EMIS Term	Marks Start Date	Marks Cutoff Date	Archive Date	Active
🔒	✎	↓	Qtr1	Quarter 1	Aug 25, 2021	Oct 22, 2021	43.00	43.00	1					●
🗑️	✎	↑ ↓	Wrk1	Work Habit 1			0.00	0.00	2					●
🔒	✎	↑ ↓	Qtr2	Quarter 2	Oct 25, 2021	Jan 10, 2022	56.00	56.00	3					●
🗑️	✎	↑ ↓	Wrk2	Work Habit 2			0.00	0.00	4					●
🗑️	✎	↑ ↓	Ex1	Exam 1			0.00	0.00	6					●
🔒	✎	↑ ↓	Qtr3	Quarter 3	Jan 11, 2022	Mar 18, 2022	49.00	49.00	7					●
🗑️	✎	↑ ↓	Wrk3	Work Habit 3			0.00	0.00	9					●
🔒	✎	↑ ↓	Qtr4	Quarter 4	Mar 21, 2022	May 26, 2022	49.00	49.00	11					●
🗑️	✎	↑ ↓	Ex2	Exam 2			0.00	0.00	12					●
🗑️	✎	↑ ↓	Fin	Final			0.00	0.00	14					●
🗑️	✎	↑	PBF	PBF			0.00	0.00	15					●

Show Active Only

- Finally make sure the schedule term dates updated by navigating to: **StudentInformation » Management » School Administration » Scheduling Administration » Initialization » Schedule Terms.**
- If you encounter any issues updating the reporting term/schedule term start or stop dates, please contact your ITC or State Support.

Student Course Section Assignment Start Dates

Student Course section assignment start dates are no longer updated through the calendar dates wizard. Use the new course section Assignment Dates page to adjust any Course section assignment start or end dates necessary.

StudentInformation > Management > School Administration > Scheduling Administration > Course Section Assignment Dates

Course Section Assignment Dates

Term Code	Term Name	Start Date	Stop Date	Original CSA Start Date	Original CSA Stop Date
1SEM	1st Sem Only	8/25/2020	1/11/2021	<input type="text"/>	<input type="text"/>
2SEM	2nd Sem Only	1/12/2021	5/21/2021	01/08/2021	<input type="text"/>
ALYR	All Year	8/25/2020	5/21/2021	<input type="text"/>	<input type="text"/>

EMIS Updates

No EMIS Attributes need to be reported in this Scenario, however, if the change results in the extension of the school year by a day or two, the last day of school value on the Master Calendar will change and this change will be reflected on the DL record reported for each sub-calendar unless EMIS End dates have been entered.

Earlier First Day of School - How to change the first day of school to start earlier than originally planned



In order to update the first day of school or a reporting term start date to a date that has already passed, you will need to be granted extra security permissions named

- **Update past on calendar dates wizard** . Please contact your security administrator to verify you have needed security permissions.

1. Navigate to: **StudentInformation** » **Management** » **School Administration** » **School Building Administration** » **Calendar Dates Wizard**.
2. In the example following this step by step, the school was supposed to start on 8/9/21.
3. I have decided to change the first day to 8/5/21.
4. On the first tab named **Calendar Boundaries** I typed in the new **Start Date** of 8/19/20.
 - a. Click **Next**.
5. On the 2nd tab named **Configure and Confirm Boundary Changes** I have to fill in the dropdowns for each day added.
 - a. Since school was originally supposed to start on Monday, 8/9/21 and I'm changing the start to Thursday, 8/5/21, I am required to enter a **Rotation Day Type, School Day Type, Student Att. Day Count, Staff Att. Day Count** for each day I've added.
 - b. I am matching the **Rotation Day Type** dropdown with the same value in the **Day** column which for 8/19/20 is a Wednesday.
 - c. In the **School Day Type** dropdown for 8/19/20, I chose **School Day**.
 - d. When you change the **School Day Type** dropdown to **School Day**, the **Student Att. Day Count** field is automatically populated with 1.00 – which is correct.
 - e. Click **Next**.
6. The 3rd tab named **Schedule Term Dates** lists each schedule term and reporting term. If any stop date of any reporting term or schedule term has changed due to starting the school year early, make those adjustments here.
 - a. Leave the check in the box next to **Changes to Stop Dates are Planned**.
 - b. Click **Save**.
7. On the **Non-Attending Days** tab, add any non-attending day that wasn't added previously if necessary.
 - a. Click **Next**.
8. Once on the **Master Calendar Review** page, verify your changes. You should see the new start date of school reflected on this page.
9. Now navigate to the following page to make sure the correct start is listed in the **Start Date** field: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Master Calendar**.
10. If any of the reporting term or schedule term stop dates were changed, navigate to the following pages to ensure the changes took: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Initialization** » **Reporting Terms Maintenance** and **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Initialization** » **Schedule Terms**.

11. Course section assignments that already exist are no longer updated with the new first day of the term. You must use the new Course Section Assignment Dates page to update the course section assignment start dates to reflect the new date.
12. Once on the page, for each course term starting on the first day of school, enter the original first day of school in the **Original CSA Start Date** column. If the course term stop date is also changing, enter the original course term stop date in the **Original CSA Start Date** column. Any course section assignment for the course term that has the original date for the start date or stop date will be updated to the new start and/or stop date. If only one date changed (start or stop), only fill in the date for the one changing. All assignments matching the start date selected will be updated to reflect the new start date.
13. Check all sub-calendars to verify the Calendar Start Date is correct; update if needed.

StudentInformation > Management > School Administration > Scheduling Administration > Course Section Assignment Dates

Course Section Assignment Dates

Term Code	Term Name	Start Date	Stop Date	Original CSA Start Date	Original CSA Stop Date
FULL	Full Year	8/5/2021	5/26/2022	08/09/2021	<input type="text"/>
SEM1	Semester 1	8/5/2021	1/14/2022	08/09/2021	<input type="text"/>
QTR1	Quarter 1	8/5/2021	10/22/2021	08/09/2021	<input type="text"/>
QTR2	Quarter 2	10/25/2021	1/14/2022	<input type="text"/>	<input type="text"/>
SEM2	Semester 2	1/17/2022	5/26/2022	<input type="text"/>	<input type="text"/>
QTR3	Quarter 3	1/17/2022	3/18/2022	<input type="text"/>	<input type="text"/>
QTR4	Quarter 4	3/21/2022	5/26/2022	<input type="text"/>	<input type="text"/>

[Save Changes](#)

EMIS Updates

No EMIS Attributes need to be reported in this Scenario, however, if the change results in the extension of the school year by a day or two, the first day of school value on the Master Calendar will change and this change will be reflected on the DL record reported for each sub-calendar. Make sure the EMIS Start Date on sub-calendar Maintenance is still correct.

Later First Day of School - How to change the first day of school to start later than originally planned

1. Navigate to: **StudentInformation** » **Management** » **School Administration** » **School Building Administration** » **Calendar Dates Wizard**.
2. On the first tab named **Calendar Boundaries**.
 - a. Enter the new 1st day of school.
 - b. Leave the check in **Change in start date is planned**.
 - c. Click .
3. If any of the Schedule Term Stop dates need adjusted because of the change in the first day of school, make the adjustments on the **Schedule Term Dates** tab.
 - a. Click .
4. Add any new non-attending days on the **Non-Attending Days** tab.
 - a. Click .
5. On the **Master Calendar Review** tab, click .
6. Next go to **Reporting Terms Maintenance**, **Schedule Terms Maintenance**, and the **Master Calendar** pages to make sure the changes saved.
7. Check all sub-calendars to verify the Calendar Start Date is correct; update if needed.

EMIS Updates

No EMIS Attributes should be reported in this Scenario, however, if the change results in the extension of the school year by a day or two, the first day of school value on the Master Calendar will change and this change will be reflected on the DL record reported for each sub-calendar. Make sure the EMIS Calendar Start Date is still correct.

Later Last Day of School - How to change the last day of school to end later than originally planned using the *Calendar Dates Wizard* page

1. In the current school year at the building level, navigate to: **[StudentInformation](#)** » **[Management](#)** » **[School Administration](#)** » **[School Building Administration](#)** » **[Calendar Dates Wizard](#)**.
2. Enter the new last day of school in the **End Date:*** field and leave the **Change in end date is planned** checked.
3. Click .
4. In the **Rotation Day Type** dropdown for each day, select the appropriate day of the week. If the day falls on a Saturday or Sunday, leave the field blank.
5. In the **School Day Type** dropdown for each day, select . If the day falls on a Saturday or Sunday select .
6. Click .
7. You will receive the following message

The boundaries have been successfully saved.
8. Click twice to advance to the final tab named .
9. Click .
10. Navigate to the Master Calendar page and verify the last day of school was updated.
11. Check all sub-calendars to verify the Calendar End Date is correct; update if needed.

EMIS Updates

No EMIS Attributes need to be reported in this scenario, however, if the change results in the extension of the school year by a day or two, the last day of school value on the Master Calendar will change and this change will be reflected on the DL record reported for each sub-calendar. Make sure the EMIS Calendar Stop Date is still correct on Calendar Maintenance.

Only students on a particular sub-calendar attend – How to configure the calendar so day is non-attending for all students but the students assigned to a particular sub-calendar

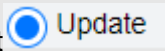




Note

The Master Calendar no longer has to be marked as an attending day for a sub-calendar to be marked as an attending day. The Master Calendar can have a day marked as a non-attending day, which will trickle down to each sub-calendar. Then if you have one sub-calendar where the students will be attending on that specific day, the sub-calendar can be updated so that it is an attending day. District will be able to take attendance/absences for students on that calendar.

1. At the building level, navigate to: **StudentInformation** > **Management** > **School Administration** > **Scheduling Administration** > **Calendar Bulk Exception Management**.
 - a. Navigate to the date that will be updated to be an attending day.
2. Next, modify the day on each sub-calendar where students will be attending on this day.
3. In the Sub-calendar Day type box, select School Day from the dropdown. No need to specify times or periods of the day.
4. In the State Reporting Exceptions box, click the Remove Exception(s) to remove any exceptions for Planned Full Day.
5. In the Day(s) box, click to add the date(s) the change will apply to.
6. In the Calendar(s) box, select the calendars in each building the change will apply to. If the day will be applied to all calendars in a building, check the checkbox beside the school name.
7. Click . The day will become an attending day on all selected calendars with no EMIS Exceptions reported.

Adjusting a sub-calendar whose days have been lengthened for a long period of time

In the event of multiple snow days, it may be necessary to make up some of the missed time. Originally, ODE advised when a calendar was going to have lengthened days for a long period of time, it was best to set up a new calendar and switch students over to a new calendar. This resulted in a new FD record for each student affected. ODE's recommendation now is to enter each DN Lengthened day exception for the time period for the new hours on the existing calendar. This eliminates the need to create a new FD record for each student. This would result in an EMIS exception to be reported for each extended day. Use the Bulk Exception Management page to mass add EMIS exceptions to each day students will attend extended hours.

1. At the building level, navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Calendar Bulk Exception**.
2. In the first box, Select . The Daily Start Time and Daily Stop Time should be modified to reflect any changes from the original Daily Start Time and Daily Stop Time.
3. In the State Reporting Exception(s) block, click the  to add an exception. Since we're lengthening days on the calendar to the same length, only one exception needs to be added. Select **Planned Lengthened Day** from the dropdown. Fill in the hours for the total hours each day will meet. The hours should be greater than the hours per day defined on the sub-calendar.
4. Select .
5. In the Day(s) block, click on . Click on each day on the calendar that needs to be lengthened. Once you've selected all the days to add the exception to, click  to add the exception to each day.
6. In the Calendar(s) block, select the schools and/or calendars to apply the attribute to.
7. Once all selections have been made, click Save to apply the exception to all selected calendar days.

Note: Be sure to update the start and ending times on the exception days when entering this exception, so they reflect the correct start and ending times for those days that were extended.

HB410 Truancy Tracking

For HB410 Truancy tracking, it is necessary for us to know the start time and end time for a normal day on the calendar. Start Time and Stop Time fields are located on both the Master Calendar and the Sub-calendar Maintenance pages.

The Start and Stop times are also located on the sub-calendar maintenance page. If Start and/or Stop times are blank on a sub-calendar, the start and stop time used for HB410 processes will default to the start and stop time on the master calendar. In addition,

- If the start time on a sub-calendar is blank but a stop time is specified, HB410 processes will use the start time from the Master Calendar
- If the stop time on a sub-calendar is blank but a start time is specified, HB410 processes will use the stop time from the Master Calendar
- Start and Stop Times were also added on the EMIS Exceptions, and the times should be updated whenever entering an EMIS Exception where the start or stop times are different than the normal school day