

Editing the Master Calendar and Sub-calendars Procedural Checklist for NON EMIS Reporting Entities

Change Log

Date	Section Number/Name	Change Description
4/7/21	Reporting Terms – How to change the last day of a reporting term or schedule term	Update screenshots
4/21/20	Entire document	Review and update
1/7/20	Entire document	Review and update
02/08/18	Snow Day section	Moved step 4 to step 2 – pre-entered absences note

Table of Contents

What is the Master Calendar?.....	3
What are non-attending days?.....	3
What are Sub-Calendars and why are they needed?	3
What are exceptions?	4
Non-attending Calendar - Create a non-attending Sub-Calendar if one does not already exist.....	5
1/2 Day Calendar - How to create or edit the 1/2 day calendar, if needed.....	6
Snow Days - How to enter Snow Days that occur on a reporting term start date	8
Snow Days - How to enter Snow Days or other non-attending days after the master calendar has been created that do not change course term start and stop dates	10
Makeup Days - How to change a non-attending to a school day.....	12
Reporting Terms - How to change the last day of a reporting term or schedule term.....	14
Earlier First Day of School - How to change the first day of school to start earlier than originally planned.....	16
Later First Day of School - How to change the first day of school to start later than originally planned	18
Later Last Day of School - How to change the last day of school to end later than originally planned using the Master Calendar page.....	19
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.....	20
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	21

What is the 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. If a non-attending day applies to only one Sub-Calendar, it should be changed on that Sub-Calendar only.
- The Master Calendar is created when Calendar Wizard is run at the building level. See *School Year Initialization Procedural Checklist* 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 other calendars to cover unique situations. If a district has 5 buildings, there would be a unique Master Calendar for 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.



If only students on a particular Sub-Calendar attend school on a certain day, that day on the Master Calendar must be an attending day.

What are non-attending days?

- Non-attending days are days school is not in session.
- Any day students are not physically in the building is considered a non-attending day.

What are Sub-Calendars and why are they needed?

- Sub-calendars are for students whose attendance differs from the Master Calendar. 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.
- Kindergarten students who attend only in the morning would need a Sub-Calendar created since the Master Calendar is typically setup for full days.
- Sub-Calendars ensure accurate attendance is figured for students who attend part-time or not at all.

- Each school will have at least two calendars, the Default calendar and a Non-Attending calendar.
- The Sub-Calendars from the prior year were copied up in SYI. Before school starts, each Sub-Calendar will need to be edited and the exceptions added for any days out, lengthened or shortened.
- If a new attendance situation arises that does not fit into the current Sub-Calendars, a new Sub-Calendar will need created.

What are exceptions?

- Exceptions are days that differ from what was setup originally when the Calendar Wizard was run during SYI.

Non-attending Calendar - Create a non-attending Sub-Calendar if one does not already exist

1. Navigate to: **StudentInformation » Management » School Administration » Scheduling Administration » Sub-Calendars.**
2. Add a non-attending Sub-Calendar by clicking **Add Sub-Calendar.**
3. Type in a **Code** that makes sense to you and your school. DNAC is used as the code in the example.
4. Next, give the sub-calendar a **Name** that makes sense to you and your school.
5. Select the **Max Absence Level** from the dropdown.
6. Since we are creating the non-attending calendar, choose **Non-attending.**
7. Uncheck the **Report to EMIS** checkbox for non-attending calendars.
8. Click **Save.**

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

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 (8:33 AM) and stop (3:21 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

Calendar Start Date: (Current Master Calendar Start Date: 8/20/2019)
Calendar End Date: (Current Master Calendar Stop Date: 8/28/2020)
Attendance Pattern:
All Grade Levels - **:
Grade Levels:
To Be Reported: Days Hours
Hours Per Day:
Exempt from Minimum Total Hours and/or Days:
Ignore Percent of Time in Attendance Calculation:
Include in Attendance Calculation:
Date of Spring Administration - Math Test:
(Save a blank date to report the Date of Spring Administration as "00000000".)

Not expected to be in attendance between the first and last day of school on every:
Monday:
Tuesday:
Wednesday:
Thursday:
Friday:
Expected to be in attendance between the first and last day of school on every:
Saturday:
Sunday:

Report to EMIS:

1/2 Day Calendar - How to create or edit the 1/2 day calendar, if needed

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, Max Absence Level get copied from the Master Calendar. The actual exceptions do not copy.
4. Be sure to update the Daily Start Time and Daily Stop Time if they are different than the values on the Master Calendar.
5. You will notice a Sub-Calendar has a lock. This is the default calendar or the copy of the Master Calendar. Different schools call it different names.
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 **edit pencil** icon of one of the calendars that is not 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 you click on the **calendar** icon, you are brought to the **Sub-Calendar Day Maintenance** page.
 - a. You will 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 on the calendar can also be viewed on the Calendar Exceptions Management page.
 - b. The locks mean the Sub-Calendar was not disassociated from the Master Calendar. Since the Sub-Calendar was not 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 16 became a **Snow Day** instead of a **School Day**. If you change December 16 to a **Snow Day** on the Master Calendar. it will automatically change December 16 to a **Snow Day** on the Sub-Calendar.
 - d. StudentInformation gives you the option of making everyday on the ½ day Sub-Calendar an actual ½ day. This step is not 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 for **Until**, type in 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**.
- l. Put a checkmark in **Replace Existing Exceptions**.
- m. Click **Save**.

Sub-Calendar Day Maintenance - PS AM

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 5 6 7 8 9 L14 L23 LKG5

Day Type:

Single Day Recurring Pattern

i Using the Recurring Pattern option requires that Actual Rotation Day be set on the Master Calendar Day in order to be updated. If you plan on updating a day without a Rotation Day, such as a Master Calendar Day that is a holiday, you must first set an Actual Rotation Day on the Master Calendar Day.

Begin: -Until:

Days of the Week: M T W R F

Replace Existing Exceptions:

i After adding a Recurring Pattern of Exception(s) please update the EMIS Exception Type(s) of each day where it is required.

10. You will receive the following message: **The pattern was applied. 178 calendar days were updated.** You will notice that the days that were changed to School Half-Day are unlocked.
11. Since the days have pencils instead of locks, you can tell this Sub-Calendar was disassociated from the Master Calendar.
12. Now, if you would change a school day to a Snow Day on the Master Calendar, the day would not automatically update to a Snow Day on the Sub-Calendar since the Sub-Calendar had been disassociated.

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

Qtr 2 was originally slated to end Friday, January 10th. Qtr 3 starts on Monday, January 13th. Inclement weather forces the district to cancel school on Friday, January 10th, pushing back the start of Qtr 3 until Tuesday, January 14th instead.



If the steps below are not followed in the exact order outlined below, the course section assignment start dates will not be updated.



If you change days to snow days using the Master Calendar page in StudentInformation, then the course section assignment start dates will not get updated.

1. At the building level in the school year you would 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. (01/13/20 in the example above)

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

S 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	Quarter 1	10/25/2019
2.	Quarter 2	1st Semester, Quarter 2	1/10/2020
3.	Quarter 3	Quarter 3	3/20/2020
4.	Quarter 4	2nd semester, Full Year, Quarter 4	5/28/2020

Changes to Stop Dates are Planned

< Back Next > Cancel

4. Click **Next** to move to the **Non-Attending Days** tab.
5. In the **Stop Date** field, enter the date of the snow day. (01/10/20 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.
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.
11. Now, go to a student's Course Section Assignments page and verify that the 2nd semester course section assignment start dates were updated.



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

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

1. If the day you want to change to a snow day or non-attending day is the last day of the reporting term, please stop and go to the following section titled **Reporting Terms – How to change the last day of the reporting term**.
NOTE: If you already had pre-entered absences (examples include field trips, vacations, and students on medical leave) for a school day that got changed to a snow day, you will need to delete the absences by navigating to: **StudentInformation** » **SIS** » **Attendance** » **Daily Absence List**.
 - a. Enter the date that is now a snow day in the **From Date** and **To Date** field and click **Go**.
 - b. Place a checkmark next to each student's absence you wish to delete or use the checkbox at the top to place a checkmark in every student.
 - c. Click **Delete Selected**.
 - d. You will receive a confirmation message asking if you would like to continue, click **OK**.
2. At the building level in the school year you would like to enter a snow day navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Master Calendar**.
 - a. Click the **edit pencil** next to the date you want to change to a snow day.
 - b. The **Planned School Day Type**, **Planned Rotation Day**, **Planned Student Attendance Day Count**, and **Planned Staff Attendance Day Count** are defaulted to the current values of the master calendar and do not need changed.
 - c. The first field you will want to change is **Actual School Day Type**.
 - d. In the dropdown, choose **Snow Day** or **Non Attending Day**. Either one will work, they both mean the same.
NOTE: Only total number of days students are actually physically in the building get reported to EMIS when the ATTUPEMIS program is run. Actual days and day types are not reported to EMIS.
 - e. You will notice once you selected **Snow Day** or **Non Attending Day**, the **Actual Rotation Day** dropdown did not change – which is correct. The **Actual Staff Attendance Day Count** dropdown may change depending on what the original value was, but it does not matter since the **Actual Staff Attendance Day Count** field is not functional in StudentInformation at this time.
 - f. However, the **Actual Student Attendance Day Count** field did change from 1 to 0 – which is correct.
 - g. Leave the **Is Fixed** box unchecked. It is not functional at this time.

h. Click **Save**.

NOTE: If your school has snow days, the Planned and Actual Count will not match - which is correct.

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

1. At the building level in the school year you would 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 **edit pencil** icon.
 - b. In the **Actual School Day Type** dropdown, select **School Day**.
 - c. In the **Actual Rotation Day** dropdown, select the day of the week.
NOTE: If the makeup day is a weekend day, you will 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 will not 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 **Save**.
3. Next, verify the **Actual Days** count is correct.
4. Click **Save**.
5. If this is a full makeup 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 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 makeup day is shorter or longer than the regular school day, then the appropriate EMIS Exceptions should be entered for the day indicating the number of hours that the students will be in attendance.
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.
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.
Weekend Makeup 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 have 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 does not apply. Use the Calendar Bulk Exceptions calendar page to update all sub-calendars at the same time.
2. Navigate to: **StudentInformation** » **Management** » **School Administration** » **Calendar Bulk Exception Management**.
3. In the **Sub Calendar Day** box, select **Non Attending Day** from the dropdown for **Sub Calendar Day Type**. Click on **Update**.
4. Click **No Action** in the State Reporting box as no EMIS Exception will be reported for this day.
5. 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 **Use These Days** to save the selected date.
6. In the **Calendar(s)** box, check the box beside each calendar where the master calendar day changed does NOT apply.
7. Click **Save**.

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

1. At the building level in the current school year you would 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 the example, I have chosen the Stop Date of Quarter 2 which will affect the Start Date of Quarter 3 or 2nd Semester only classes.
 - c. Back on the **Calendar Dates Wizard** page on tab 3 **Schedule Term Dates**, I am changing Quarter 2 to end Tuesday, January 12th instead of Monday, January 11th.

Calendar Dates Wizard

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

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

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

#	Reporting Terms	Course Terms	Stop Date
1.	Quarter 1		10/23/2020 *
2.	Quarter 2	1st Sem Only	01/12/2021 *
3.	Quarter 3		3/19/2021 *
4.	Quarter 4	2nd Sem Only, All Year	5/21/2021 *

Changes to Stop Dates are Planned

- d. This will change the Quarter 3 start date to January 13th.
 - e. Leave the checkbox in **Changes to Stop Dates are Planned**. At this time, the checkbox is not functional.
 - f. 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**. You will notice the start date of the 2nd semester only class was automatically updated with the new start date of January 13th.

- 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.**

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, 2020	Oct 23, 2020	43.00	43.00	1	Q1				
		INT1	1st 9 week interim			0.00	0.00	2					
		Qtr2	Quarter 2	Oct 26, 2020	Jan 12, 2021	54.00	54.00	3	Q2				
		INT2	2nd 9 week interim			0.00	0.00	4					
		EX1	EX1			0.00	0.00	5	X1				
		Qtr3	Quarter 3	Jan 13, 2021	Mar 19, 2021	48.00	48.00	6	Q3				
		INT3	3rd 9 week interim			0.00	0.00	7					
		Qtr4	Quarter 4	Mar 22, 2021	May 21, 2021	45.00	45.00	8	Q4				
		INT4	4th 9 week interim			0.00	0.00	9					
		EX2	EX2			0.00	0.00	10	X2				
		FIN	FIN			0.00	0.00	11	YE				

Show Active Only

- Finally, make sure the schedule term dates updated also 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.

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	1/12/2021	<input type="text"/>	<input type="text"/>
2SEM	2nd Sem Only	1/13/2021	5/21/2021	01/12/2021	<input type="text"/>
ALYR	All Year	8/25/2020	5/21/2021	<input type="text"/>	<input type="text"/>

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 the needed security permissions.

1. Navigate to: **StudentInformation** » **Management** » **School Administration** » **School Building Administration** » **Calendar Dates Wizard**.
2. In the example, the school was supposed to start on 8/20/19.
3. The school board votes to change the first day to 8/19/19.
4. On the first tab named **Calendar Boundaries**, enter in the new **Start Date** of 8/19/19. Click **Next**.
5. On the 2nd tab named **Configure and Confirm Boundary Changes**, fill in the dropdowns for each day added.
 - a. Since school was originally supposed to start on Tuesday, 8/20/19 and the start date is changing to Monday, 8/19/19, **Rotation Day Type**, **School Day Type**, **Student Att. Day Count**, **Staff Att. Day Count** are required for each day added.
 - b. Match the **Rotation Day Type** dropdown with the same value in the **Day** column.
 - c. In the **School Day Type** dropdown, chose **School Day**.
 - d. When the **School Day Type** dropdown is changed to **School Day**, the **Student Att. Day Count** field is automatically populated with 1.00 – which is correct. 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 was not added previously, if necessary. Click **Next**.
8. Once on the **Master Calendar Review** page, verify the changes. The new start date of school is reflected on this page.
9. Now, navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Master Calendar** to make sure the correct start date is listed in the **Start Date** field.
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 Stop Date** column. Any course section assignment for the course term that has the original date for the start/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 that start/stop date selected will be updated to reflect the new date.
13. Check all sub-calendars to verify the Calendar Start Date / Stop Date are correct; update if needed.

Course Section Assignment Dates					
Term Code	Term Name	Start Date	Stop Date	Original CSA Start Date	Original CSA Stop Date
FULL	Full	8/19/2019	5/19/2020	<input type="text"/>	<input type="text"/>
SEM1	Semester 1	8/19/2019	12/20/2019	<input type="text"/>	<input type="text"/>
QTR1	Quarter 1	8/19/2019	10/17/2019	<input type="text"/>	<input type="text"/>
QTR2	Quarter 2	10/18/2019	12/20/2019	<input type="text"/>	<input type="text"/>
SEM2	Semester 2	1/6/2020	5/19/2020	<input type="text"/>	<input type="text"/>
QTR3	Quarter 3	1/6/2020	3/10/2020	<input type="text"/>	<input type="text"/>
JB	JB	1/6/2020	5/19/2020	<input type="text"/>	<input type="text"/>
QTR4	Quarter 4	3/11/2020	5/19/2020	<input type="text"/>	<input type="text"/>

[Save Changes](#)

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 **Next**.
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. Click **Next**.
4. Add any new non-attending days on the **Non-Attending Days** tab. Click **Next**.
5. On the **Master Calendar Review** tab, click **Finish**.
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.

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

1. In the current school year at the building level, navigate to:
StudentInformation » **Management** » **School Administration**
» **Scheduling Administration** » **Master Calendar**.
2. Click on the **ellipse** next to the **Stop Date** field.
3. Enter the new last day of school in the **New Stop Date** field.
4. Click **Go**.
5. In the **Rotation Day Type** dropdown for each day, select the appropriate day of the week. If the days falls on a Saturday or Sunday, leave the field blank.
6. In the **School Day Type** dropdown for each day, select School Day. If the days falls on a Saturday or Sunday, select **Non Attending Day**.
7. Click **Save**.
8. You will receive the following message: **The master calendar's school year has been successfully changed.**
9. Verify the **Stop Date** has been updated.

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 **Next**.
4. In the **Rotation Day Type** dropdown for each day, select the appropriate day of the week. If the days falls on a Saturday or Sunday, leave the field blank.
5. In the **School Day Type** dropdown for each day, select **School Day**. If the days falls on a Saturday or Sunday, select **School Day**.
6. Click **Next**.
7. You will receive the following message: **The boundaries have been successfully saved.**
8. Click **Next** twice to advance to the final tab named **Master Calendar Review**.
9. Click **Finish**.
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.

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



The Master Calendar no longer has to be marked as an attending day for the 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. Districts will be able to take attendance/absences for students on that sub-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** box, in the **Sub Calendar Day Type** dropdown, select **School Day**. No need to specify times or periods of the day.
4. In the **State Reporting Exception(s)** box, click the **Remove Exception(s)** to remove any exceptions for Planned Full Day.
5. In the **Day(s)** box, click **Add Days** 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 **Save**. The day will become an attending day on all selected calendars with no EMIS Exceptions reported.