

# Editing Calendars Step by Step:

## Master Calendar

## Sub-Calendars

## EMIS Exceptions

---

### Change Log

Date	Section Number/Name	Change Description
1/3/19	Entire Document	Updates for FY19
8/31/17	Entire document	Updates for FY18
2/7/17	Adding a sub-calendar mid-year when attending days for one grade level within a separate sub-calendar have changed	Added new section
9/14/16	Various	Updates requested during training
9/7/16	Entire Document	Updates for FY17

# Table of Contents

HB410 Truancy Tracking .....	3
Master Calendar .....	3
Sub-calendars .....	3
Non-attending days .....	4
Exceptions.....	4
Calendar Dates Wizard .....	4
Period C: Calendar Reporting Requirements .....	5
DN Calendar Data Attributes.....	8
Defining Attendance Patterns.....	13
Assigning Attendance Patterns to Sub-Calendars .....	15
Creating EMIS Exception Days .....	18
Creating EMIS Exception Days using the Calendar Bulk Exception Management Page .....	21
Sub-Calendar Scenarios .....	23
Non-attending Calendar – Create a non-attending sub-calendar if one doesn't already exist .....	24
1/2 Day Calendar - How to create or edit the 1/2 day calendar if needed.....	25
Staggered Start Calendar for KG students.....	27
Creating an Alternating Attendance Day Calendar .....	29
Graduates – Early Release Calendar.....	31
Adding a sub-calendar mid-year when attending days for one grade level within a separate sub-calendar have changed.....	32
Snow Days - How to enter Snow Days that occur on a reporting term start date .....	34
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.....	36
Makeup Days - How to change a non-attending to a school day.....	37
Reporting Terms - How to change the last day of a reporting term or schedule term.....	39
Earlier First Day of School - How to change the first day of school to start earlier than originally planned.....	41
Later First Day of School - How to change the first day of school to start later than originally planned .....	43
Later Last Day of School - How to change the last day of school to end later than originally planned using the <i>Calendar Dates Wizard</i> page.....	44
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 .....	45
Adjusting a sub-calendar whose days have been lengthened for a long period of time .....	46

## 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 were added both to the Master Calendar and the Sub-calendar Maintenance pages.

The Start and Stop times have also been added to 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

## 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 would also appear on every sub-calendar automatically, however, a building has the ability to change a day from a non-attending day to an attending day on a sub-calendar. So, 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.
- The sub-calendars are now used by the attendance module 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 and is considered disassociated from the master calendar.
- 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 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 earlier or later than the master calendar. They may also end earlier or later than the master calendar end date. 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 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
  - Kindergarten students who attend only in the morning would need a sub-calendar
  - 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.

### 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 first nine-week reporting period is 1/17/19 and you set it to 1/18/19, the start date for the next nine week reporting period will be set to

- 1/22/19 (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
- PS students who have attending patterns such as M/W/F and T/TH of the next week, M/W/1/2 day Friday, etc. Specific attributes will need reported to EMIS for these calendars that aren't reported for the normal all day/every day calendar
- 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. 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'.

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.

## DN Calendar Data Attributes

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	Event Attribute Type	Use	Hours Req'd
<b>School Day</b>	Regular School Day (not shortened or lengthened)		None	Regular School Day, ODE will use hours reported on DL record	N
<b>Holiday</b>	Planned Holiday	Covers Student & Staff	C_DPLANNED	Full planned day when group is not in session	0.00
<b>Snow Day</b>	Unplanned Calamity Day	Covers Student & Staff	C_DCMTYTKN	Full day taken for calamity situations	0.00
<b>Snow Day (with Blizzard Bag Day)</b>	Unplanned Calamity Day with Blizzard Bag Day	Covers Student & Staff	C_DCMTYTKN C_DBLZZARD	Full day taken for calamity and Blizzard bag day is used, hours required for Blizzard Bag Attribute	0.00 Y
<b>Non-Attending Day</b>	Weekend day on calendar or days when students are not expected to attend		None	Not a day where groups are expected to attend	N
<b>Calamity Make-up Day</b>	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)

<b>Calendar Master Day Type</b>	<b>Description</b>	<b>Student/ Staff Attr</b>	<b>Event Attribute Type</b>	<b>Use</b>	<b>Hours Req'd</b>
<b>School Half Day</b>	Regular school day shortened not due to weather	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)
<b>Religious Holiday</b>	Planned Holiday	Covers Student & Staff	C_DPLANNED	Full planned day when group is not in session	0.00
<b>Parent-Teacher Day</b>	Parent/Teacher Conference Date, Students attend full day	Staff Attends full day + PT conf hours	C_PTCONFRC	Parent/tea 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 out attribute needs to be reported	Student	C_DPLANNED	Full planned day when group is not in session	0.00
<b>Teacher In-Service Day</b>	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
<b>Teacher Work Day</b>	Staff Professional Meeting date, full or partial day (IF	Staff	C_PRFLMEET	Professional Teacher Meeting	Y

Calendar Master Day Type	Description	Student/ Staff Attr	Event Attribute Type	Use	Hours Req'd
	professional development is received)			hours this day	
	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
<b>School Day</b>	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)
<b>Waiver Day</b>	Waiver Day		C_DPLANNED	Only used for IPP Waiver, no longer used for weather related days	0.00
<b>Vacation Day</b>	Planned school vacation day	Covers Student and Staff	C_DPLANNED	Full planned day when group is not in session	0.00
<b>Additional Exceptions</b>					
	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, SIG, 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_YWKENDxx, can be make-up days, SIG, Other	Add Exception, Select Planned Weekend Make-Up Day

## 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:** ☐

**Tuesday:** ☐

**Wednesday:** ☐

**Thursday:** ☐

**Friday:** ☐

Expected to be in attendance between the first and last day of school on every:

**Saturday:** ☐

**Sunday:** ☐

Attribute Name	Description	Sub-calendar Maintenance Element
C_CLDRTYPE	Code that indicates if the calendar is hours or day (Note: Districts that have a continuing contract defining the school year in days may use the D option; all other districts should report H)	To Be Reported: <ul style="list-style-type: none"> <li>- Days</li> <li>- Hours</li> </ul>
C_YWKDAYMN	For students who are <b>not</b> expected to be in attendance on every <b>Monday</b> between the first and last day of school.	Not expected to be in attendance: Monday
C_YWKDAYTU	For students who are <b>not</b> expected to be in attendance on every <b>Tuesday</b> between the first and last day of school.	Not expected to be in attendance: Tuesday
C_YWKDAYWD	For students who are <b>not</b> expected to be in attendance on every <b>Wednesday</b> between the first and last day of school.	Not expected to be in attendance: Wednesday
C_YWKDAYTH	For students who are <b>not</b>	Not expected to be in

Attribute Name	Description	Sub-calendar Maintenance Element
	expected to be in attendance on every <b>Thursday</b> between the first and last day of school.	attendance: Thursday
C_YWKDAYFR	For students who are <b>not</b> expected to be in attendance on every <b>Friday</b> between the first and last day of school.	Not expected to be in attendance: Friday
C_YWKENDSA	For students who <b>are</b> expected to be in attendance on every <b>Saturday</b> between the first and last day of school	Expected to be in attendance between the first and last day of school on every: Saturday
C_YWKENDSU	For students who <b>are</b> expected to be in attendance on every <b>Sunday</b> between the first and last day of school	Expected to be in attendance between the first and last day of school on every: Sunday

### ***Calendars Exempt from Minimum Total Hours and/or Days***

A new attribute was added to indicate if the calendar is exempt from the minimum total hours and/or days students are required to attend. ODE plans to provide the reportable option to districts on an as-needed basis for this attribute. If a value exists in the box, the attribute will be reported with all zeroes for the value. The attribute name is C\_CLDRSPEC. Very few calendars will need to have this attribute reported. If you're not sure whether your calendar qualifies, check with ODE.

To Be Reported:	<input type="radio"/> Days <input checked="" type="radio"/> Hours
Hours Per Day:	<input type="text" value="6.00"/>
Exempt from Minimum Total Hours and/or Days:	<input type="text"/>
Ignore Percent of Time in Attendance Calculation:	<input type="checkbox"/>
Include in Attendance Calculation:	<input checked="" type="checkbox"/>

### **Updating the Master Calendar**

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 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.

In addition, 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 calendar for the building that may be a snow day for others in the same building, the master calendar day type cannot be changed to a non-attending day. It must remain an attending day so that attendance may be taken for the unique sub-calendar. 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.

Making individual day changes on a sub-calendar disassociates the day from the master calendar.

## Defining Attendance Patterns

Attendance Pattern Codes are a unique code used to tie students to an individual attending calendar. Each district will be 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 will also exist in the current year as they are copied up 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 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.

## Adding Attendance Patterns

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.

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

### Attendance Pattern Maintenance

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

[Add Attendance Pattern](#)

Attendance Pattern ▲	Attendance Pattern Description	Is Active
🔒 **	Not Applicable	●
🔑 AM	Pre-school AM Attendance Pattern	●
🔑 AS	Alternative Schedule	●
🔑 KG	Kindergarten Attendance pattern	●
🔑 MW	Preschool PM Monday/Wednesday	●
🔑 na	Non-attending	●
🔑 PM	Pre-school PM Attendance Pattern	●
🔑 SR	Senior Attendance Pattern	●
🔑 TT	Preschool PM Tuesday/Thursday	●

☒ Show Active Only

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 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: ☒

[Save](#) [Cancel](#)

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.

## Assigning Attendance Patterns to Sub-calendars

All sub-calendars must have an attendance pattern assigned regardless of whether or not it will be reported to EMIS.

1. With the building in context, navigate to: **StudentInformation** » **Management** » **School Administration** » **Scheduling Administration** » **Sub-calendars**.
  - a. If the Daily Start Time is different for the subcalendar than the Start Time on the Master Calendar, update the value in the **Daily Start Time:** field.
  - b. If the Daily Stop Time is different for the subcalendar than the Stop Time on the Master Calendar, update the value in the **Daily Stop Time:** field.
  - c. Click the  next to the sub-calendar you wish to assign an attendance pattern to.
  - d. Under the EMIS section, **make sure the Calendar Start Date and Calendar Stop Date elements are correct for this sub-calendar.**
  - e. Select the appropriate Attendance Pattern Value from the dropdown.
  - f. If the sub-calendar is not the default calendar, uncheck the checkbox for the **All Grade Levels - \*\*:** prompt. Once unchecked, the Grade Levels dual select box will become available. Select all grade levels that apply to this calendar/attendance pattern combination.

Grade Levels:

01 - 01	PS - PS
02 - 02	KG - KG
03 - 03	
04 - 04	
05 - 05	
06 - 06	
UG - UG	
IN - IN	

- g. For the **To Be Reported:** value, check the appropriate radio button to indicate whether the calendar is to be reported in Days or Hours.
- h. Enter the number of hours per day students receive instruction on this calendar in the **Hours Per Day:** box. This value must be completed regardless of whether the district reports in days or hours. This number should be the full hours per day the building is open for instruction.
- i. Leave **Exempt from Minimum Total Hours and/or Days:** box blank. ODE will provide values at a later time.
- j. Leave **Ignore Percent of Time in Attendance Calculation:** unchecked unless the calendar already takes FTE into consideration. (for example, a PS calendar where students attend all day Mon and Wed and half a day Friday).
- k. Check the checkbox for **Include in Attendance Calculation:** if students on

this calendar will have attendance automatically calculated for them by ATTUPEMIS. If attendance will be entered manually, uncheck the box for this calendar.

2. **Not Expected to be in Attendance between the first and last day of school on every:**

- a. The checkboxes in this section indicate whether students assigned to this calendar may not consistently attend a specific day of the week (ex: students may only attend MWF and never T or TH).
- b. Check the box beside each day where students are **NOT** expected to attend each week.

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"/>

3. **Expected to be in attendance between the first and last day of school on every:**

- a. The checkboxes in this section indicate the days outside of a normal school week where students are expected to be in attendance every week.
- b. Check the box beside each day where students **ARE** expected to attend each week.

Expected to be in attendance between the first and last day of school on every:	
Saturday:	<input type="checkbox"/>
Sunday:	<input type="checkbox"/>

- c. Check the **Report to EMIS:** ☒ Checkbox.

**NOTE:** If you wish to inactivate this calendar so that it will not be used, you must uncheck "Report to EMIS" before unchecking the Is Active checkbox. Just unchecking the Is active checkbox does not keep the calendar from being reported to EMIS.

- d. Click **Save** to Save the record.

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.

## 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 (7:30 AM) and stop (2:35 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: 8/20/2018)

Calendar End Date:\*  (Current Master Calendar Stop Date: 5/30/2019)

Attendance Pattern:\*

All Grade Levels - \*\*: ☐

Grade Levels:\*

01 - 01  
02 - 02  
03 - 03  
04 - 04  
05 - 05  
06 - 06  
07 - 07  
08 - 08  
09 - 09  
10 - 10

12 - 12

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: ☒

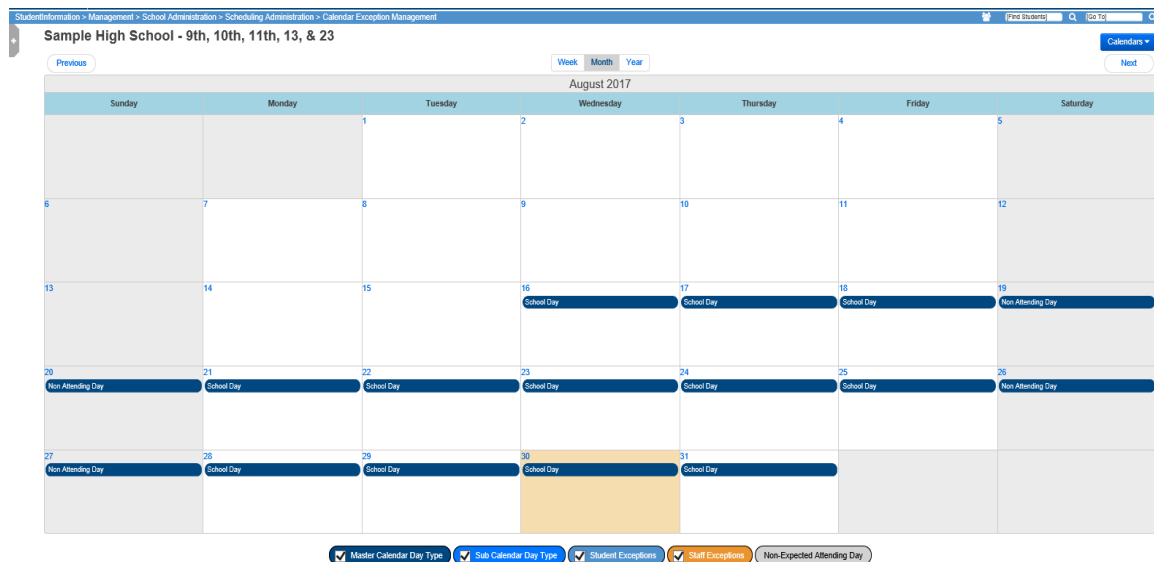
Save

Cancel

## 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 and Periods of the day 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:

11/21/2018

### 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 (7:30 AM) and stop (2:35 PM) time(s).

Master Calendar Day Type: *Holiday*

Sub Calendar Day Type: Use Master Calendar Day Type

Daily Start Time:

Daily Stop Time:

Periods of the Day:

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
<input type="checkbox"/> 4a	<input type="checkbox"/> 4b	<input type="checkbox"/> 4c	<input type="checkbox"/> 5
<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9
<input type="checkbox"/> 10			

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

### State Reporting Exception(s)

Planned Full Day 0.00

+

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.

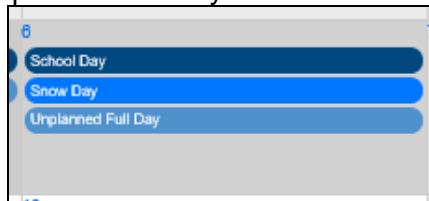
- b. Select the **Date** for the Exception by clicking on the date. Dates may be either inside or outside the school calendar.

- c. If the Actual day type needs to be changed from a School day to another

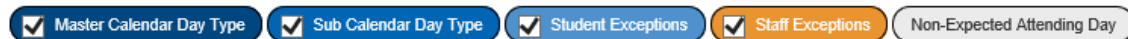
type of day, select the appropriate value from the **Sub-calendar Day Type dropdown**.

- 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.

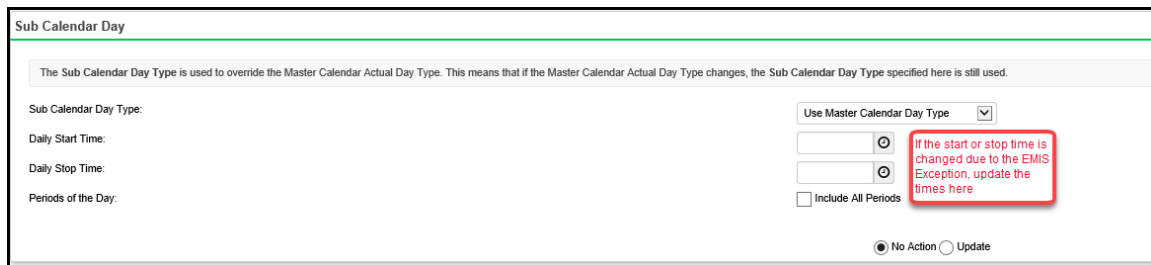
**Note:** When adding EMIS exceptions for days outside of the master calendar, you will only be able to add EMIS exceptions since the Calendar day type is Not a school day on the calendar. Any EMIS Exceptions added outside of the calendar start/end dates will be included in the EMIS transfer file, and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

## 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.

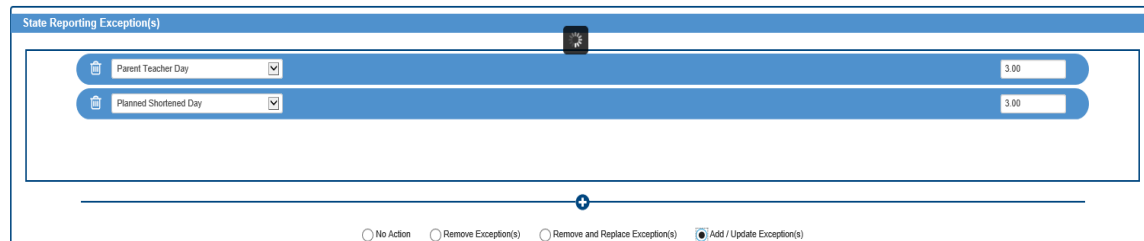
The Bulk page presents a different view than the calendar Exceptions page. The page consists of four areas to update details.

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 screenshot shows the 'Sub Calendar Day' form. At the top, a green header bar contains the title 'Sub Calendar Day'. Below this, a light gray box contains the text: '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.' The form includes several input fields: 'Sub Calendar Day Type:' with a dropdown menu, 'Daily Start Time:' with a time picker, 'Daily Stop Time:' with a time picker, and 'Periods of the Day:' with a checkbox labeled 'Include All Periods'. To the right of these fields is a checkbox labeled 'Use Master Calendar Day Type' which is checked. A red callout box points to the time pickers with the text: 'If the start or stop time is changed due to the EMIS Exception, update the times here'. At the bottom right, there are two radio buttons: 'No Action' (selected) and 'Update'.

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.



The screenshot shows the 'State Reporting Exception(s)' form. It has a blue header bar with the title 'State Reporting Exception(s)'. Below the header, there is a list of exceptions. Each exception is represented by a blue bar with a trash icon on the left, a dropdown menu in the middle, and a time input field on the right. The first exception is 'Parent Teacher Day' with a time of '3.00'. The second exception is 'Planned Shortened Day' with a time of '3.00'. At the bottom, there is a horizontal line with a plus icon in the center. Below this line are four radio buttons: 'No Action', 'Remove Exception(s)', 'Remove and Replace Exception(s)', and 'Add / Update Exception(s)' (which is selected).

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  to begin selecting dates to update.

Day(s)

Add Day(s)

Recurring Day(s)

Select Day(s)

November 2018

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Added Day(s)

11/07/2018

11/08/2018

11/09/2018

Use These Days

Cancel

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

Day(s)

11/07/2018

11/08/2018

11/09/2018

Add Days

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.

Calendar(s)

▼ Batavia High School

9th, 10th, 11th, 13, & 23

CEC-N County Unit (Milford)

CEC-S County Unit (W/Burg)

Default Non-attending Calendar

Eleventh Grade

Met GR-Continuing Ed.

Non Grad-OGT

Senior Calendar

Tenth Grade

West Clermont County Unit

▼ BATAVIA MIDDLE SCHOOL

6th, 7th & 8th grades

CEC-N County Unit (Milford)

CEC-S County Unit (W/Burg)

Default Non-attending Calendar

Eighth Grade

Fifth Grade

5. Once all selections have been made, click 

Save

 at the bottom of the page to save your changes.

## Sub-calendar Scenarios

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 - Sat

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

---

#### General

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.

**Arrival Time:**

**Departure Time:**

**Periods of the Day:** ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☒ 6 ☒ 7 ☒ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐ 19 ☐ 20

**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 copied from 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 – Create a non-attending sub-calendar if one doesn't already exist

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.
  - f. Since we are creating the non-attending calendar, choose **Non-attending**.
  - g. Uncheck the Report to EMIS checkbox for non-attending calendars.
  - h. Complete the rest of the values on the page under the EMIS tab.
  - i. Click **Save**.
  - j. See the example screenshot below this step by step.

**General**

Code:	<input type="text" value="DNAC"/>
Name:	<input type="text" value="Non-attending Calendar"/>
Max Absence Level:	<input type="text" value="Non-attending"/>
Is Active:	<input checked="" type="checkbox"/>

## 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, and Max Absence Level get copied from the master calendar. The actual exceptions do not copy.
4. 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.
5. The other sub-calendars will not have locks.
6. 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.
7. 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.
8. Once I clicked 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.

9. You will receive the following message:

**The pattern was applied. 99 calendar days were updated.**

10.

Since the days have pencils instead of locks I can tell this sub-calendar was disassociated from the master calendar. September 3, in the example below has been disassociated from the master calendar.

		Sep 07, 2018	Friday		School Day
		Sep 08, 2018			Non Attending Day
		Sep 09, 2018			Non Attending Day
		Sep 10, 2018			Teacher In-Service Day
		Sep 11, 2018	Tuesday		School Day
		Sep 12, 2018	Wednesday		School Day

11. 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 Calendar for KG students

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 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:\*

3

Name:\*

KG Staggered Start PM

Max Absence Level:\*

Full Absence

Daily Start Time:

12:00 pm

Daily Stop Time:

03:00 pm

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.

### 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 hours per day. If students attend only a half a day, enter the hours for a full day calendar. The student's FTE 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.

## Creating an 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.

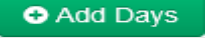
2. For this calendar, you will need to indicate which days students are not expected to be in attendance. In this scenario, students will never attend on Thursday or Friday. On the sub-calendar maintenance page, check the boxes beside Thursday and Friday to indicate students will not be in attendance. 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:	<input type="checkbox"/>
Tuesday:	<input type="checkbox"/>
Wednesday:	<input type="checkbox"/>
Thursday:	<input checked="" type="checkbox"/>
Friday:	<input checked="" type="checkbox"/>

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.

## 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 5/24/19 to 5/21/19.

EMIS	
	(Current Master Calendar Start Date: 8/23/2018)
Calendar Start Date:*	<input type="text" value="08/23/2018"/> 
	(Current Master Calendar Stop Date: 5/24/2019)
Calendar End Date:*	<input type="text" value="05/21/2019"/> 

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.

## 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.



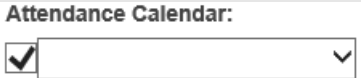


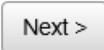







For these examples, a new sub-calendar will need to be created for the juniors to reflect an attending day when the remaining students on the default sub-calendar have a non-attending day.

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 **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 11th. Qtr 3 starts on Monday, January 14th. Inclement weather forces the district to cancel school on Friday, January 11th, pushing back the start of Qtr. 3 until Tuesday, January 15th 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 2<sup>nd</sup> semester to start. (01/14/19 in the example below). This sets the last day of the course term to January 14<sup>th</sup>. The first day of the 3<sup>rd</sup> quarter will now be January 15<sup>th</sup>.

**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	Quarter 1	10/19/2018
2.	Quarter 2	1st Semester, Quarter 2	01/11/2019
3.	Quarter 3	Quarter 3	3/15/2019
4.	Quarter 4	2nd semester, Full Year, Quarter 4	5/24/2019

☒ 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. (01/11/19 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: 01/11/2019   Thru:   Day Type: Snow Day   Note: School Cancelled x
- 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 



0.00

 Blizzard Bag Day 



6.00





## 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 


0.00

 Blizzard Bag Day 

6.00



## 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 **School Day**.
  - 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 **Save**.
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 3<sup>rd</sup> 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 2<sup>nd</sup> Semester only classes.

### 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	Quarter 1	10/19/2018  *
2.	Quarter 2	1st Semester, Quarter 2	01/14/2019  *
3.	Quarter 3	Quarter 3	3/15/2019  *
4.	Quarter 4	2nd semester, Full Year, Quarter 4	5/24/2019  *

☒ 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 14th instead of Friday, January 11<sup>th</sup>.

- c. This will change the Quarter 3 start date to January 15th.
- 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 4<sup>th</sup> 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 2<sup>nd</sup> semester only class was automatically updated with the new start date of January 15th.

- 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.**

**WARNING: You are working with the Current School Year, and not a Future School Year as expected**

**Reporting Terms Maintenance**  
From this screen, you can display and change data pertaining to reporting terms.

[Add Virtual Term](#) [Save Changes](#) [Cancel Changes](#)

	Code	Exp Code	Name	Start Date	End Date	Planned Days	Actual Days	Sort Order	Marks Start Date	Marks Cutoff Date	Archive Date	Active
🔒 ⚙️ ⬇️	Qtr1		Quarter 1	Aug 23, 2018	Oct 19, 2018	40.00	40.00	1				●
🔒 ⚙️ ⬆️	Int1		Interim 1			0.00	0.00	2				●
🔒 ⚙️ ⬇️	Qtr2		Quarter 2	Oct 22, 2018	Jan 14, 2019	49.00	50.00	3				●
🔒 ⚙️ ⬆️	Int2		Interim2			0.00	0.00	4				●
🔒 ⚙️ ⬆️	Ex1		Exam 1			0.00	0.00	5				●
🔒 ⚙️ ⬆️	Sem1		Semester 1			0.00	0.00	6				●
🔒 ⚙️ ⬆️	Qtr3		Quarter 3	Jan 15, 2019	Mar 15, 2019	41.00	41.00	7				●
🔒 ⚙️ ⬆️	Int3		Interim 3			0.00	0.00	8				●
🔒 ⚙️ ⬆️	Qtr4		Quarter 4	Mar 18, 2019	May 24, 2019	47.00	47.00	9				●
🔒 ⚙️ ⬆️	Int4		Interim 4			0.00	0.00	10				●
🔒 ⚙️ ⬆️	Ex2		Exam 2			0.00	0.00	11				●
🔒 ⚙️ ⬆️	Sem2		Semester 2			0.00	0.00	12				●
🔒 ⚙️ ⬆️	Fin		Final			0.00	0.00	13				●

☒ 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
SEM2	2nd semester	1/15/2019	5/24/2019	<input type="text"/>	<input type="text"/>
FULL	Full Year	8/23/2018	5/24/2019	<input type="text"/>	<input type="text"/>
SEM1	1st Semester	8/23/2018	1/14/2019	<input type="text"/>	<input type="text"/>
QTR1	Quarter 1	8/23/2018	10/19/2018	<input type="text"/>	<input type="text"/>
QTR2	Quarter 2	10/22/2018	1/14/2019	<input type="text"/>	<input type="text"/>
Qtr3	Quarter 3	1/15/2019	3/15/2019	<input type="text"/>	<input type="text"/>
Qtr4	Quarter 4	3/18/2019	5/24/2019	<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 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 8/23/18.
3. I have decided to change the first day to 8/22/18.
4. On the first tab named **Calendar Boundaries** I typed in the new **Start Date** of 8/22/18.
  - a. Click **Next**.
5. On the 2<sup>nd</sup> 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 Thursday, 8/23/18 and I'm changing the start to Wednesday, 8/22/18, 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 8/22/18 is a Wednesday.
  - c. In the **School Day Type** dropdown for 8/22/18, 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 3<sup>rd</sup> 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 Stop 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.

Course Section Assignment Dates					
Term Code	Term Name	Start Date	Stop Date	Original CSA Start Date	Original CSA Stop Date
SEM2	2nd semester	1/15/2019	5/24/2019	<input type="text"/>	<input type="text"/>
FULL	Full Year	8/22/2018	5/24/2019	<input type="text"/>	<input type="text"/>
SEM1	1st Semester	8/22/2018	1/14/2019	<input type="text"/>	<input type="text"/>
QTR1	Quarter 1	8/22/2018	10/19/2018	<input type="text"/>	<input type="text"/>
QTR2	Quarter 2	10/22/2018	1/14/2019	<input type="text"/>	<input type="text"/>
Qtr3	Quarter 3	1/15/2019	3/15/2019	<input type="text"/>	<input type="text"/>
Qtr4	Quarter 4	3/18/2019	5/24/2019	<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.




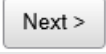
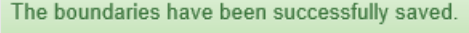

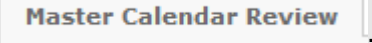

## Later First Day of School - How to change the first day of school to start later than originally planned

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 1<sup>st</sup> 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.
  - a. Click **Next >**.
4. Add any new non-attending days on the **Non-Attending Days** tab.
  - a. 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.

### ***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  

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








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**.
  - a. In the first box, Select  **No Action**. Since we are modifying existing calendar days, no sub calendar day types will be changing.
2. 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.
3. Select  **Add / Update Exception(s)**
4. 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.
5. In the Calendar(s) block, select the schools and/or calendars to apply the attribute to.
6. Once all selections have been made, click Save to apply the exception to all selected calendar days.