ProgressBook
StudentInformation

Quick Reference – FY17 Period 'C' Calendar Collection Reporting

Task	Completed	Initials
Task 1: Verify Master Calendar is set up and accurate *StudentInformation >Management >School Administration >Scheduling Administration >Master Calendar*	☐	
Task 2: Verify Subcalendars are set up with correct start/end dates and all other required values *StudentInformation >Management >School Administration >Scheduling Administration >Sub-Calendars*	☐	
Task 3: Verify EMIS Exceptions have been added as needed to all subcalendars *StudentInformation >Management >School Administration >Scheduling Administration >Calendar Exception Management*	☐	
Task 4: Period C Transfer *StudentInformation > EMIS > Calendar Reporting Collection (C) > Calendar Collection Transfer*	☐	
Task 5: Run the Collection *This item is performed in the data collector.*	☐	
Task 6: Update Subcalendars with EMIS Exceptions as required when calendar changes are made for snow days, parent teacher conferences, etc. *StudentInformation >Management >School Administration >Scheduling Administration >Calendar Exception Management*	☐	
Task 7: Re-run the Period C Transfer and the Calendar Collection as needed	☐	