

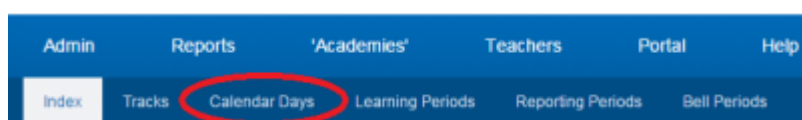
Calendar Days

Related Pages

- [School Calendar Administration](#)

Set School Calendar for a School Year

- Step 1. Click on the Calendar days tab at the top (gray tab).
-Choose the new school year and correct track you wish to add calendar dates for then click **Set Year Details** button.



- Step 2. Enter the dates for the first and last day of school

 A screenshot of the 'Set School Calendar' form. The form has a light gray background. At the top, it says 'Details for School Year: 2015 - 2016, Track "A"'. Below this, there are several input fields: 'First school day: MM/DD/YYYY' with a value of '07/13/2015', 'Last school day: MM/DD/YYYY' with a value of '06/17/2016', 'Cutoff date for P-1: MM/DD/YYYY', 'Cutoff date for P-2: MM/DD/YYYY', 'Cutoff date for Year End: MM/DD/YYYY', and 'Days of allowable P1/P2/YE Pre-Claim: 0'. There are red arrows pointing to the first and last school day input fields. On the right side, there is explanatory text about the Primary School Calendar and cutoff dates. At the bottom right, there is a 'Save Above Details' button circled in red.

-Entering P1, P2, or YE dates are not necessary at this time and should not be set

-Click **Save Above Details**

- Step 3. Click "Define Dates"
-You will now add a check to every box to turn the box blue
-Or you can go to the bottom of the page and click the "Set all unchecked days to Normal Schoolday" check box. This will auto-fill all days to normal school days

| | |
|-----|----------------------------------|
| 215 | Normal Schoolday (Schoolday) |
| 30 | Holiday (HOL) |
| 0 | Emergency Day (EMC) |
| 0 | Other Day (OTH) |
| 0 | Non-Appointed Academic Day (ACA) |

| July 2015 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| August 2015 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 01 |
| 02 | 03 | 04 | 05 | 06 | 07 | 08 |
| 09 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

☐ Set all unchecked days to 'Normal schoolday'

- Click in the blue box once for holidays such as Labor Day so it shows green. If you have days that are set as in-service days that you count in your calendar, click the box until it shows brown. If you end up having Emergency Days, you can come back and click the date box until it shows in red to mark the day as an emergency day in the calendar.
- Step 4. At the bottom of the page click Set this calendar to Active
Note: You will get an error message if you have less than 175 days in your calendar
- Step 5. Click Save

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