

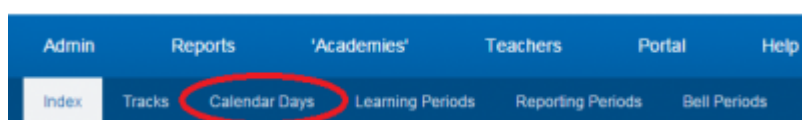
# Calendar Days

## 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

**Set School Calendar**

Details for School Year: 2015 - 2016, Track "A"

Is Primary School Calendar? ☐

First school day: MM/DD/YYYY

Last school day: MM/DD/YYYY

Cutoff date for P-1: MM/DD/YYYY

Cutoff date for P-2: MM/DD/YYYY

Cutoff date for Year End: MM/DD/YYYY

Days of allowable P1/P2/YE Pre-Claim:

Is Primary School Calendar is used when trying to determine a school calendar to be used by default (you can only have one school calendar be the primary school calendar per school year).

The cutoff dates for the P-1, P-2, and Year End report dates lock attendance claims so that they cannot be changed.

For example, if you set the cutoff for P-1 at December 17th, attendance claims can be made or changed until 12:00 AM on the 18th of December. From that date forward, attendance claims up to and including the 17th of December cannot be changed.

"Pre-Claim" answers the fact that P1/P2/YE claims must be counted as of the cutoff date that the attendance is being claimed. In order to make this happen smoothly, EF's are allowed to make claims in advance of the P1/P2/YE cutoff dates up to (and including) the cutoff date. For example, if the P1 cutoff date was Dec 15, and you set the Pre-Claim period to 5 days, EF's would be able to make claims for days up to and through December 15th, as early as the 10th of December.

\* You must click the "Save Above Details" button to save the cutoff dates.

-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-Apporioned 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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