Quick Guide:
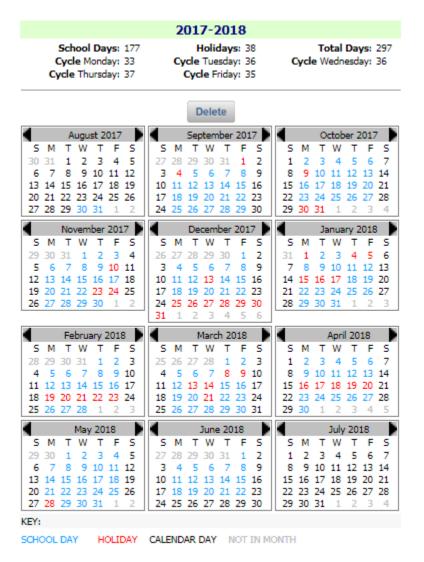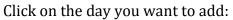# Attendance System – Add Days to School Calendar

Go to Attendance System > Maintenance Attendance > School Year = Current Year

Review the School Calendar. If your last day of school is on a Friday you will need to add the weekend days of Saturday and Sunday before you can add the Monday school day.

Click on the day you want to add:

Saturday:

Check off "Non-Instructional?" to indicate this is a non-school day. Submit.
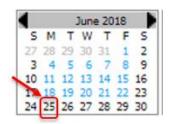
VIEW AND MODIFY A CALENDAR DAY

Calendar Date: 06/23/2018
Day of Week: **Saturday**
Day Number: [▼]
Cycle Day: [▼]   ☐ Re-calculate future cycle days
Holiday: Description: [_____]
                End Date: [_____]
☑ Non-Instructional?
☐ DELETE this calendar day

[Submit] [Cancel]

Repeat for Sunday.

Before adding the new school day, click on the current last "school" day to see what the Day Number, Cycle and A/B Week (if applicable for school) is:

VIEW AND MODIFY A CALENDAR DAY

Calendar Date: 06/22/2018
Day of Week: Friday
Day Number: [177 ▼]
Cycle Day: [Friday ▼]   ☐ Re-calculate future cycle days
Holiday: Description: [_____]
                End Date: [_____]
☐ Non-Instructional?

Click on the date you want to add as a "school" day to the calendar.

| June 2018 | | | | | | |
S	M	T	W	T	F	S
27	28	29	30	31	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

Select the Day Number, Cycle Day, and A/B Week (if applicable for school). Submit.

VIEW AND MODIFY A CALENDAR DAY

Calendar Date: 06/25/2018
Day of Week: Monday
Day Number: [178 ▼]
Cycle Day: [Monday ▼]   ☐ Re-calculate future cycle days

The new school day has been added to the calendar.

Repeat the above steps to add more school/non-school days as needed until you have all the required new school days added.

You may review/confirm your newly added calendar days in two ways:

- Check your Calendar Maintenance view to make sure all the new "school" days are showing in blue. SCHOOL DAY   HOLIDAY   CALENDAR DAY
- Go to Reports - Attendance and run the Calendar report you. You will see that Saturday, Sunday and Monday are now added to the Calendar.

176	06/21/2018	th		Thu	
177	06/22/2018	f		Fri	
	06/23/2018			Sat	
	06/24/2018			Sun	
178	06/25/2018	m		Mon	

IMPORTANT NOTES:

- Repeat for each school in your district.
- When new days are added to the school calendar, you also need to:

  a) Update the Academic Year Settings Term End Dates to match the school calendar. This is required to take Attendance on these additional school days and to report EOY June SIMS with the correct Days in Membership.

  Go to Scheduling System > Maintenance – Scheduling > Academic Year Settings.

  Update the End Date for any Term that ends on the last day of school.

	Term Details		
Term	Start Date	End Date	Order
FY	08/30/2017	06/27/2018	0
T1	08/30/2017	12/08/2017	1
T2	12/09/2017	03/16/2018	2
T3	03/17/2018	06/27/2018	3

b) Update the EPIMS Export As-of Date to reflect the new "day <u>BEFORE</u> the last day of school."

iStaff Biographical > iStaff Procedures > iStaff Configuration

EPIMS

EPIMS Export As-of Date: 06/26/2018

c) <u>If you have certified your March 1 SIMS Report</u> your Last Transmission Date should be set to the new "day <u>BEFORE</u> the last day of school" for SIF Transmission of SCS.

Go to DOE ID Manager > Maintenance – DOE > MA DOE Parameters

Last Transmission Date: 06/26/2018

NOTE: If your last day of school falls on a Monday, use the next-to-last <u>SCHOOL</u> day as the As-of Date for EPIMS, which would be the preceeding Friday.