

How to Enter a Snow/Weather Day or Other Emergency School Closing



When school is cancelled:

- ✓ Each school calendar must be updated to mark the day(s) as a Holiday to indicate no school.
- ✓ Schools that have rotating cycles may need to adjust their day/week cycles.
- ✓ Schools may need to adjust the Term Start and End Dates.

Before adjusting your calendar, check for students that were marked absent in advance for that day. These students need to be updated to "Present" for the snow day(s) before the day is removed from the Calendar.

Check for Students Marked Absent in Advance:

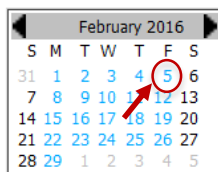
Go to **Attendance System > Reports - Attendance > Daily Attendance View**

- Set the date to the snow day and look for any students marked absent on that day.
- Update Daily Attendance to Present.
- Repeat for each school

Adjust Your Calendar:

Go to **Attendance System > Maintenance - Attendance > Calendar Maintenance**

- Confirm School Year is current school year, click Submit to display interactive monthly calendars.
- Click on the interactive calendar on the date of the school closing.
- Enter the **Description** of the event, such as Snow Day, Hurricane Day, etc.
- Enter the **End Date** of the school closing. If it is a single day event, enter the same calendar date as above.
- To indicate it is not a school day, **check the box for Non-Instructional?**



VIEW AND MODIFY A CALENDAR DAY

Calendar Date: 02/05/2016
 Day of Week: Friday
 Day Number: 102

Cycle Day: 6 Re-calculate future cycle days
 A/B Week: Re-calculate future A/B weeks

Holiday: Description: Snow Day 1
 End Date: 02/05/2016

Non-Instructional?
 DELETE this calendar day

Submit Cancel

- Recalculate future cycle days, if necessary. Go to the first school day following the cancelled day and adjust the Cycle Day to the correct new day, check the box to **Re-calculate future cycle days**, and Submit. This will re-calculate all future cycle days until the next Holiday. Repeat this step for each first school day following a Holiday until you reach the end of the school year calendar. It is recommended this be done prior to attendance on the first day back.

BEFORE: Calendar Maintenance via List

<input type="checkbox"/>	01/26/2015	Day 1	94
<input type="checkbox"/>	01/27/2015	Day 2	95
<input type="checkbox"/>	01/28/2015	Day 1	96
<input type="checkbox"/>	01/29/2015	Day 2	97
<input type="checkbox"/>	01/30/2015	Day 1	98

VIEW AND MODIFY A CALENDAR DAY

Calendar Date: 01/28/2015
 Day of Week: Wednesday
 Day Number: 95

Cycle Day: Day 2 Re-calculate future cycle days
 A/B Week: 6B Re-calculate future A/B weeks

AFTER: Calendar Maintenance via List

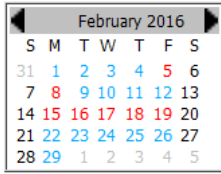
<input type="checkbox"/>	01/26/2015	Day 1	94
<input type="checkbox"/>	01/27/2015		
<input type="checkbox"/>	01/28/2015	Day 2	95
<input type="checkbox"/>	01/29/2015	Day 1	96
<input type="checkbox"/>	01/30/2015	Day 2	97



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- Click on **Submit** to record your changes.
- Repeat for each school.



DAY CODE MAINTENANCE						
Delete	Start Date	End Date	Day Code	State Code	Instructional Day	Instructional Minutes
Check All						
Clear All						
<input type="checkbox"/>	09/04/15	09/04/15	Labor Day		No	0
<input type="checkbox"/>	09/07/15	09/07/15	Labor Day		No	0
<input type="checkbox"/>	10/01/15	10/01/15	Conferences		No	0
<input type="checkbox"/>	10/12/15	10/12/15	Columbus Day		No	0
<input type="checkbox"/>	10/13/15	10/13/15	Professional Development		No	0
<input type="checkbox"/>	11/11/15	11/11/15	Veteran's Day		No	0
<input type="checkbox"/>	11/26/15	11/27/15	Thanksgiving		No	0
<input type="checkbox"/>	12/24/15	12/25/15	Holiday Break		No	0
<input type="checkbox"/>	12/28/15	01/01/16	Holiday Break		No	0
<input type="checkbox"/>	01/18/16	01/18/16	Martin Luther King Day		No	0
<input type="checkbox"/>	01/19/16	01/19/16	Professional Development		No	0
<input type="checkbox"/>	02/05/16	02/05/16	Snow Day		No	0
<input type="checkbox"/>	02/08/16	02/08/16	Snow Day		No	0

Adjust Term Start/End Dates: **(Must be done for each school affected)*

- ✓ Term Start/End Dates must be adjusted if they are set for the same day that was removed from the calendar.
- ✓ Check to make sure that the End Date for your last term matches your new last day of school. Note, some districts anticipate a certain number of snow days and build the extra days into their calendar when they set it up at the beginning of the year and then remove any extra days not used at the end of the year.
- ✓ Some schools like to adjust the Term Start/End Dates to push out their term end for grading.

Go to **Scheduling System > Maintenance - Scheduling > Academic Year Settings**

- Update the Start Date and End Dates (as needed) and Submit to record your changes.
- Repeat for each school.

Term Details			
Term	Start Date	End Date	Order
T1	09/01/2015	11/06/2015	1
T2	11/07/2015	01/27/2016	2
T3	01/28/2016	04/08/2016	3
T4	04/09/2016	06/24/2016	4
FY	09/01/2015	06/24/2016	5
S1	09/01/2015	01/27/2016	6
S2	01/28/2016	06/24/2016	7

