FY26 Initial Calendar Collection

August 6, 2025   Cathy Edwards

Collection Dates

July 1, 2025 – September 25, 2025

What is a calendar?

Together, the Grade Schedule (DL) and Organization-General Information (DN) Records comprise a calendar. The data from the DN Record is combined with data from the appropriate DL Record to provide a complete picture of the school calendar for each student. Calendar data is used in several ways, including validation of building hours in session, student attendance, and determining FTE for funding.
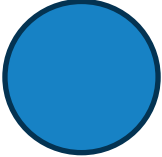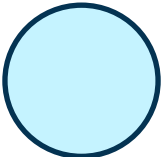
Types of Calendars

- District Level
- Building Level
- Grade Level
- Attendance Pattern Level

FY26 Initial Calendar and FY25 Grad Reporting – What's the connection?

The FY26 Initial Calendar establishes the first day of school for FY26 that is used in the FY25 Graduation Collection to determine if a late graduate is a FY25 Graduate or a FY26 Graduate.

Collection Files

DN – Organization General Information

DL – Grade Schedule

The Initial Calendar Collection should include a DL Record with the school year start date and end date and hours per day for each calendar; and includes a DN Record with any known planned days off (including professional development, parent-teacher conferences, holidays, and other exceptions to a typical Monday through Friday schedule). Group-specific calendars and unplanned time off can also be submitted in this collection as available.

Calendar Cleanup Items

During Scheduling there were elements that may need "cleaned up" for accurate FY26 Calendar Reporting

- Term Dates
- Period Times/Schedules
- Calendar Days
- Grade Levels

Term Dates

Scheduling & Courses>Calendar Setup>Term Setup

Term Dates should match the District approved calendar. Term dates do not overlap, and they do not have gaps between end dates and the next start date.

Term Setup ☆

Save Term Schedule/Terms   ⊕ New Term Schedule/Terms   ⊗ Delete Term Schedule/Terms

Term Schedule/Terms Editor
Name
Quarters

Term Schedule Detail

*Name	Primary
Quarters	✓

Term Detail

	*Name	*Sequence	*Start Date	*End Date
✕	1ST	1	08/14/2025	10/17/2025
✕	2ND	2	10/18/2025	12/19/2025
✕	3RD	3	12/20/2025	03/06/2026
✕	4TH	4	03/07/2026	05/21/2026

Add Term

Period Times/Schedules

Scheduling & Courses>Calendar Setup>Period Setup

There should not be a gap between the end time and next start time of periods (no class change gap)

Period Schedule Info

*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
Day-1	1	☐	370	400

Period Info

	*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
✕	1 Period	1	08:05 AM	08:53 AM	0	☐	☐
✕	2 Period	2	08:53 AM	09:41 AM	0	☐	☐
✕	3 Period	3	09:41 AM	10:29 AM	0	☐	☐
✕	4 Period	4	10:29 AM	11:16 AM	0	☐	☐
✕	5 Period	5	11:16 AM	11:49 AM	0	☐	☐
✕	6 Period	6	11:49 AM	01:10 PM	30	☐	☐
✕	7 Period	7	01:10 PM	01:57 PM	0	☐	☐
✕	8 Period	8	01:57 PM	02:45 PM	0	☐	☐
✕	Winter Ath	10	02:45 PM	02:45 PM	0	☑	☐
✕	Spring Ath	11	02:45 PM	02:45 PM	0	☑	☐
✕	Extra	12	02:45 PM	02:45 PM	0	☑	☐
✕	HR	13	07:45 AM	08:05 AM	0	☑	☐

Add Period

Periods marked as Non-instructional are not included in the Calendar minutes

Any amount listed in the Lunch Time column will also not be included in Calendar minutes

Instructional Minutes

Scheduling & Courses>Calendar Setup>Calendar Information

Instructional Minutes are calculated from the Period Setup Screen, but they report to EMIS from the Calendar Information Screen. Both areas should match – manual entry on the Calendar Information Screen is required if they do not match.

Multi Day Schedules

If utilizing multiple day schedules, add the Day Rotation to the calendar for the 25/26 School Year. This should be completed before the first day of school for students.

Multi Day Period Schedules must exist before doing this

9

Scheduling & Courses>Calendar Setup>Day Setup

> If not already completed, enter the days before the first day of school and the days after the last day of school as No School Day Multi-Day Events.
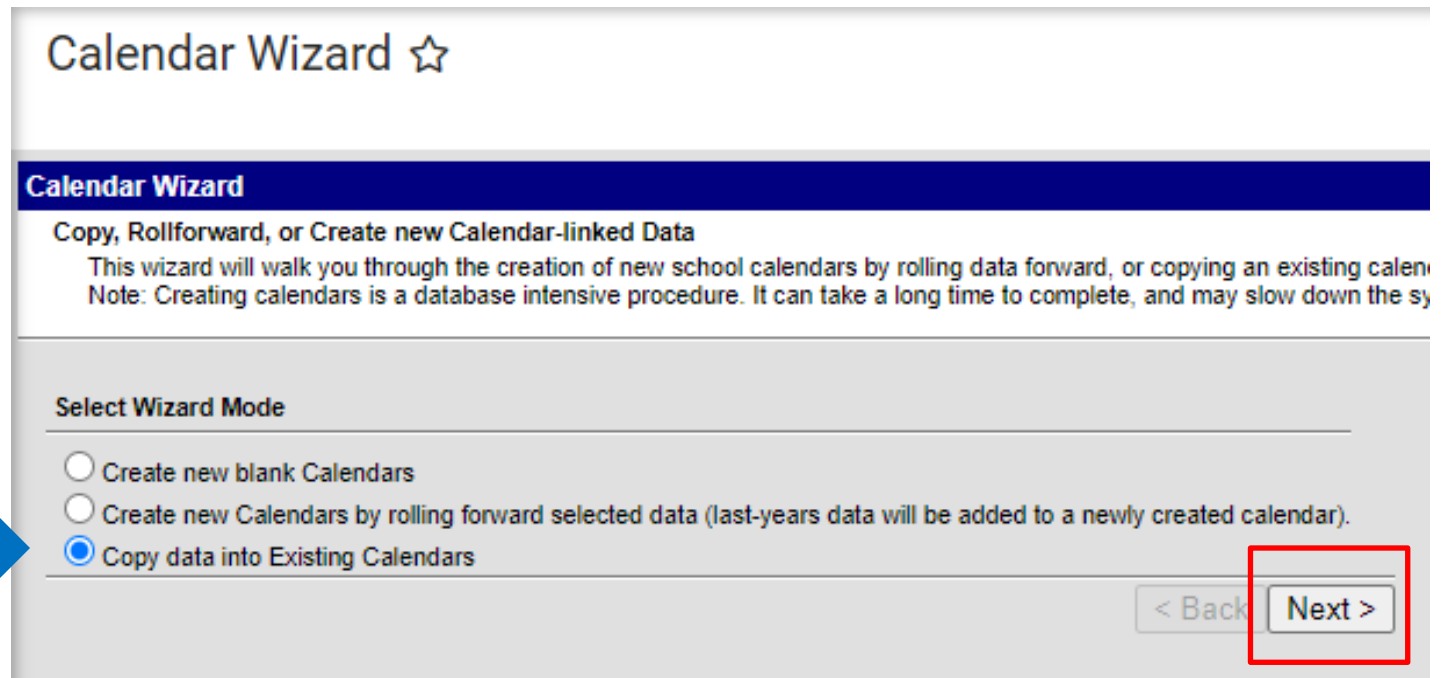
- Insure the Multi Day Event Type is a No School day <u>that is not tied to a state reporting code</u>. This code can be different in each district.

- Make sure to enter all days starting 7/1/2025 until the day before the first day for students and for the day after the last day of school for students ending on 6/30/2026

Copying Calendar Dates

Scheduling & Courses>Calendar Setup>Calendar Wizard

Calendar Dates that are the same for multiple calendars in the district can be entered on one calendar and copied into the other calendars in the district. (Do this before adding calendar unique dates)

Calendar Wizard ☆

Calendar Wizard

Copy, Rollforward, or Create new Calendar-linked Data

This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calen
Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the sy

Select Wizard Mode

○ Create new blank Calendars
○ Create new Calendars by rolling forward selected data (last-years data will be added to a newly created calendar).
◉ Copy data into Existing Calendars

< Back   Next >

Calendar Wizard ☆

Calendar Wizard

Copy, Rollforward, or Create new Calendar-linked Data

This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar. Days w
Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system while

Select Copy Mode

◉ Overwrite Terms/Days - This mode will update Term dates, Day Attributes (School Day, Instruction, Attendance), Day
Events and the Period Schedules assigned to individual days so long as the Period Schedule names and Schedule Structure
names are the same in the source and destination calendar.

○ Copy/Append other data elements

○ Copy School Month data

< Back   Next >

Source Calendar

25-26 Arthur Elementary ▼

Destination Calendars

| 25-26 Carter Middle |
| 25-26 Cleveland Elementary |
| 25-26 Elementary Training |
| 25-26 Fillmore Middle School |
| 25-26 Harrison High |
| 25-26 High School/MSTraining |
| 25-26 Taylor K-8 |
| 25-26 Van Buren High School |
| 24-25 Arthur Elementary |
| 24-25 Carter Middle |
| 24-25 Cleveland Elementary |
| 24-25 Fillmore Middle School |
| 24-25 Harrison High |
| 24-25 Taylor K-8 |
| KG 24-25 Cleveland Elementary |
| Van Buren High School 24-25 |

CTRL-click and SHIFT-click for multiple

< Back   Next >

Source Calendar will be the calendar where the day events were entered

Destination calendar will be the calendar(s) to copy those day events into

12

Calendar Wizard

Copy, Rollforward, or Create new Calendar-linked Data
This wizard will walk you through the creation of new school calendars by rolling data forward, c
Note: Creating calendars is a database intensive procedure. It can take a long time to complete

Pick the Data to Copy

- ☐ Calendar Attributes
- ☐ Schedule Structures
  - ☐ Term Schedules
    (NOTE: Term dates will not roll if they fall outside of the calendar start and end dates.)
  - ☐ Period Schedules
  - ☑ Days
    - ☐ Day Events

Warning ✕

At least one of the destination calendars contains day events.
If you proceed, these day events will be deleted.

Cancel   **Proceed**

☐ Categories

Pick the Data to Copy

- ☐ Calendar Attributes
- ☐ Schedule Structures
  - ☐ Term Schedules
    (NOTE: Term dates will not roll if they fall outside of the calendar start and end dates.)
  - ☐ Period Schedules
  - ☑ Days
    - ☑ Day Events
  - ☐ Section Templates
  - ☐ Portal Calendar and Term Settings
- ☐ Grade Levels
- ☐ Courses
  - ☐ Sections w/ Schedule Placement
    - ☐ Teacher Assignments
    - ☐ Section Staff Assignments
    - ☐ Room Assignments
  - ☐ Grading Tasks, Credits, Standards ⓘ
    - ☐ Grade Calc Options
  - ☐ Categories
  - ☐ Course Rules
  - ☐ Schedule Building Constraints
  - ☐ Course Fees
  - ☐ Assessments
- ☐ Attendance Excuse Codes
- ☐ Scheduling Teams
  - ☐ Section Team Assignments
- ☐ Calendar Overrides
- ☐ GPA Calculations

Run Wizard

< Back   Next >

If Clicking the Days check box makes the warning pop up – you already have days entered on the destination calendar. Determine if you want to Proceed, then click the Day Events check box and Run the Wizard

13
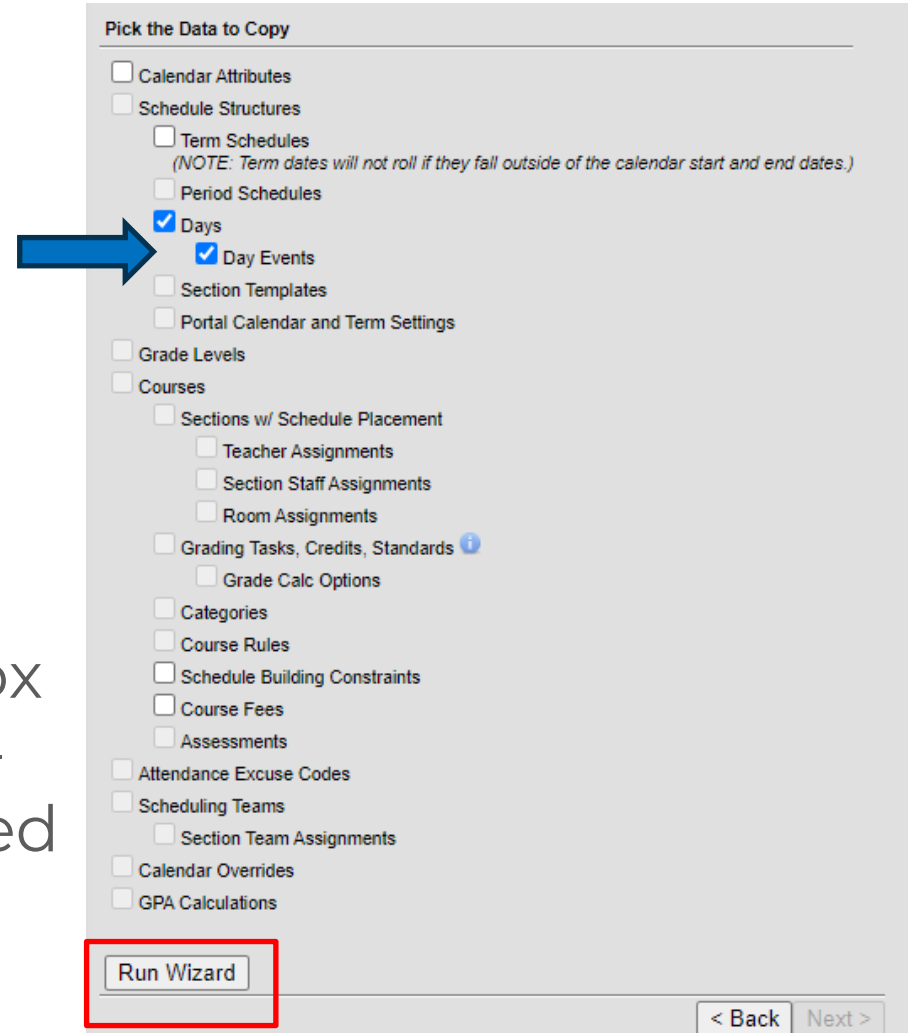
Calendar Grade Level Verification

Scheduling & Courses>Calendar Setup>Grade Level Setup

Calendars should only include grade levels of students that are enrolled in the calendar. If there are no students in a grade level listed, mark that grade level as exclude from State Reporting. If a student enrolls later in that previously excluded grade level, remove the exclusion.

Grade Level Setup ☆

New ⊕

Grade Level Editor	
Name	Seq
23	0
06	7
07	8
08	9
09	10
10	11
11	12
12	13
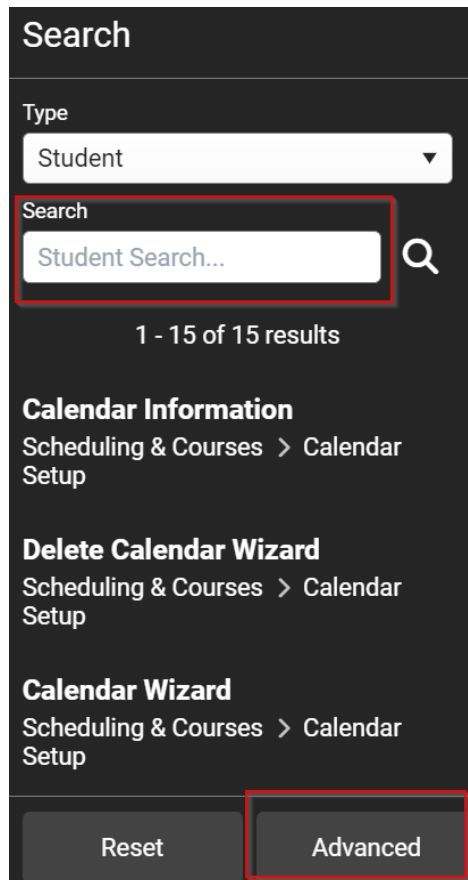
Grade Level Setup ☆

⊕ New   💾 Save   ❌ Delete

Grade Level Editor	
Name	Seq
23	0
06	7
07	8
08	9
09	10
10	11
11	12
12	13

Grade Level Detail
Name (locked)
06

*Sequence Number
7

*State Grade Level Code
06: Grade 6

Standard Day

Maximum Membership Days (<= instructional days)

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications
0

Kindergarten Schedule

Exclude from cumulative GPA/Rank calculations
☐

Exclude from state reporting
☑

Exclude from Enrollment
☐

Exempt from Assignment
☐

When verifying Grade Levels, utilize the Advance Search to see if there are any students enrolled in that grade level, if no students appear then mark the grade level as Exclude from State Reporting. Be aware that new students enroll each day so this should be done each time a new Calendar Collection is submitted.
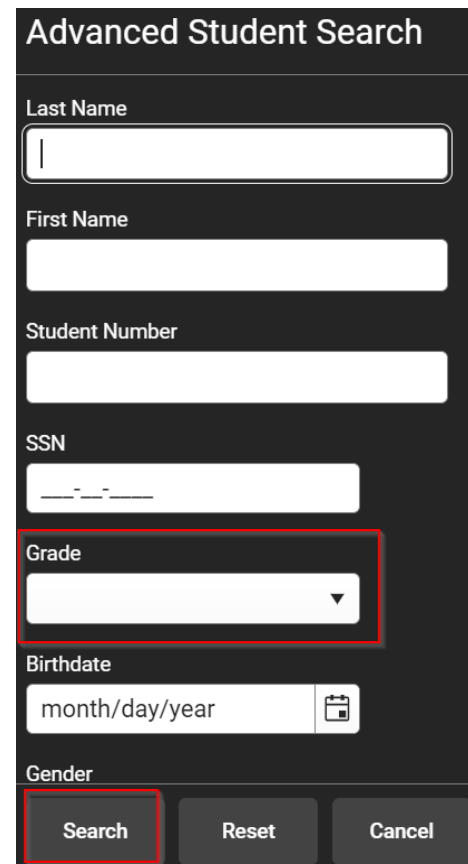
Reporting Hours

Minimum Hours Per Calendar
- 455 hours for students in half-day kindergarten
- 910 hours for students in full-day kindergarten through Grade 6; although a minimum school year for preschool students is not in law, districts should use this same 910 - hour requirement when reporting preschool calendars and calculating the percent of time to report to EMIS for preschool students.
- 1,001 hours for students in Grades 7/12; and
- 910 hours for students enrolled in traditional school district online schools.

Attendance Patterns

Attendance Patterns are needed when a specific group within a grade level, within a calendar has a different schedule, such as kindergarten classes with staggered start date, a unique Attendance Pattern is required.

For example, the district may create an Attendance Pattern of "K1" to designate a group of kindergarten students with a staggered start date. Accurate calendar assignment for this group will require the following • Grade code = "KG" • Attendance Pattern Code = "K1"

Creating Attendance Patterns

System Settings>Custom Data and Links>Core Attribute/Dictionary

Calendars in Infinite Campus

Calendars are reported based on the Building IRN+Grade Level+Attendance Pattern

- Each Building will have at least one individual calendar
- Grade Levels are associated with the building
- Attendance Patterns are associated with the Grade Level

Districts have started creating separate calendars to track certain subgroups of students, such as those sent out at district expense. Just because a calendar is created doesn't necessarily mean that calendar is extracted for Calendar Reporting. Verify whether each calendar needs selected when extracting the Calendar files from Infinite Campus. All Calendars that do not have a state issued IRN will need a Building IRN Override for every student assigned and do not include that calendar in the calendar extract.

Attendance Pattern on Grade Level

Scheduling & Courses>Calendar Setup>Grade Level Setup

Grade Level Setup ☆

New	Save	Dele

Grade Level Editor

Name	Seq
KG	1
01	2
02	3
03	4
04	5
05	6

Attendance Pattern

K1: Kindergarten Group 1	K2: Kindergarten Group 2

Attendance Pattern on Grade Level must be added to the grade level every year. This does not roll forward.

Add all that apply to that grade level. If you are adding a full grade level Day Event, you can enter the Attendance Pattern of NA on the grade level and do not need to enter an attendance pattern on each student enrollment record in that grade.

Attendance Pattern on Student Enrollment

Student Information>General>Enrollments>State Reporting>Attendance Pattern

Reminder that Attendance Patterns **_do_** Roll Forward with a new Student Enrollment. If the student is in a grade level that no longer needs an Attendance Pattern or needs a different Attendance Pattern, those will need to be removed

First Day of School
Scheduling & Courses>Calendar Setup>Day Setup

August 2025

First Day – All Students

First Day – K1 Group

First Day – K2 Group
No School – K1 Group

Last Day of School
Scheduling & Courses>Calendar Setup>Day Setup

Last day of school for all grades except 12 in this example

Hours Per Day

Scheduling & Courses>Calendar Setup>Calendar Information

EMIS Calendar instructional minutes report from the Calendar Information screen - it is a manual entry screen and does not automatically calculate/populate

These two fields must match for accurate reporting

Calendar instructional minutes are calculated on the Period Schedule screen based on period times but does not report from this screen.

Creating Day Events

System Settings>Custom Data and Links>Core Attribute/Dictionary

Core Attribute/Dictionar

Save

Campus Attributes/Dictionary Editor

- DataCertificationTypeMember
- DataExtractUtility
- Day
  - Type
    - Dictionary (10 Entries)

Type Dictionary Detail   Add Ro

	Code	Name	Seq	Value	Standard Code	Active
✕	BB	Blizzard Bag Day	0	C_DBLZZARD		X
✕	Calamty-Weather	Calamity-weather	0	C_DCMTYTKN		X
✕	CH	Christmas Break	0	C_DPLANNED		X
✕	CM	Calamity-not weather	0	C_DCMTYTKN		X
✕	Corona Virus Da	Corona Virus Day	0	C_DCM Click to Edit Row		X
✕	EXT	Extended Day	0	C_HRSLNGTH		X
✕	IS-Staff	In Service-Staff	0	C_PRFLMEET		X
✕	IS-Student	In Service-Student	0	C_DPLANNED		X
✕	KG Stag 1 Day 2	KG students in 1st day do not attend 2nd day	0	C_DPLANNEDKGK1		X

	Code
✕	BB
✕	Calamty-Weather
✕	CH
✕	CM
✕	Corona Virus Da
✕	EXT
✕	IS-Staff
✕	IS-Student
✕	KG Stag 1 Day 2

Name	Seq
Blizzard Bag Day	0
Calamity-weather	0
Christmas Break	0
Calamity-not weather	0
Corona Virus Day	0
Extended Day	0
In Service-Staff	0
In Service-Student	0
KG students in 1st day do not attend 2nd day	0

Value
C_DBLZZARD
C_DCMTYTKN
C_DPLANNED
C_DCMTYTKN
C_DCMTYTKN
C_HRSLNGTH
C_PRFLMEET
C_DPLANNED
C_DPLANNEDKGK1

CODE
Code must be unique (recommend to be 2 characters in length)

NAME
Description of the code

VALUE
State Day Event Code + Grade Level (if applicable) + Attendance Pattern (if applicable)

Day Event Types

Scheduling & Courses>Calendar Setup>Day Setup

Staff Events

- C_PRFLMEET

- C_PTCONFRC

A Staff Event, will in most cases, require that a Student Event also be added

Student Events

- C_DPLANNED

- C_HSHRTPLN

- C_DCMTYTKN

- C_DNOTPLAN

- C_BLZZARD

- C_HSHRTWEA

- C_HSHRTNOP

- C_HRSLNGTH

Day Events are added individually to the day of the event

Day Events with Clarification

Day Events

- C_YWKENDSA
- C_YWKENDSU

These attributes indicate that students are in session on Saturday or Sunday

- C_YWKDAYMN
- C_YWKDAYTU
- C_YWKDAYWD
- C_YWKDAYTH
- C_YWKDAYFR

These attributes indicate that students are NOT in session on weekdays as indicated. Do not use these day events to indicate PS students do not attend all 5 weekdays. PS Students need to be on a regular 5 day per week, full day calendar that meets a minimum of 910 hours and adjust the student percent of time accordingly.

Entering Day Events in Infinite Campus

Scheduling & Courses>Calendar Setup>Day Setup

Day Setup ☆

| Save Day/Day Events | Delete Day/Day Events | Day Reset | Print | Print Rotation | Multi Day Event |

<< **September 2025** >>

Sun	Mon				Fri	Sat
	01	Select the day of the event			05	06
07	08				12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

◄ Event on this Day

Day Detail
Date
09/01/2025
Period Schedule
Daily

Day #
18

| School Day ☐ | Instruction ☐ | Attendance ☐ |

Start Time | End Time | Duration [0]

Comments

Remove checkboxes for School Day, Instruction and Attendance if it is a full day off for students

Day Events
Type — Duration Inst. Minutes
✕ OH: Holiday - Other ▾
Add DayEvent

Insert the Day Event tied to a state code that matches the event
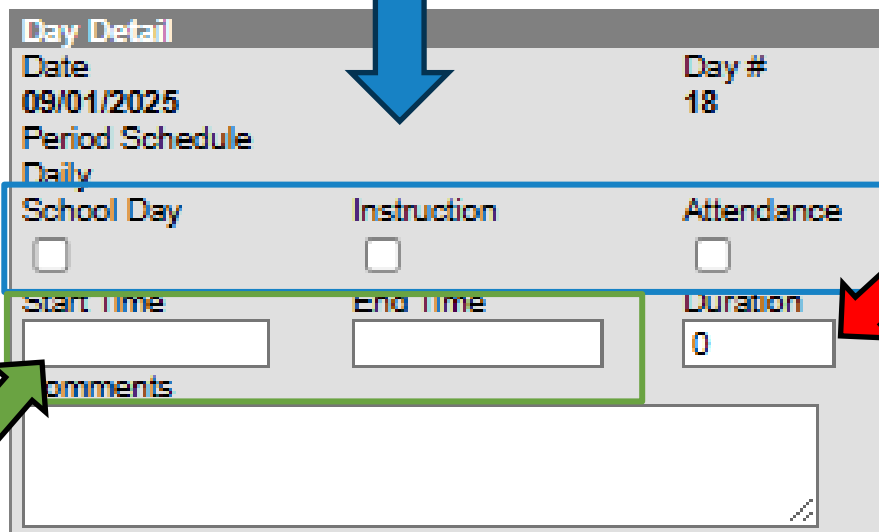
This example is entering a Planned Day Off for students. The Day Event set up is tied to the State Code C_DPLANNED

29

School Day – Official school day and students are in attendance

Instruction – Students present in classroom and receiving instruction

Attendance – Attendance should be marked for this day

meta SOLUTIONS

If the day will begin or end at a different time than the regular school day for students, enter the time in the Start and End Times – BOTH times need to be entered

Day Detail

Date		Day #
09/01/2025		18

Period Schedule
Daily
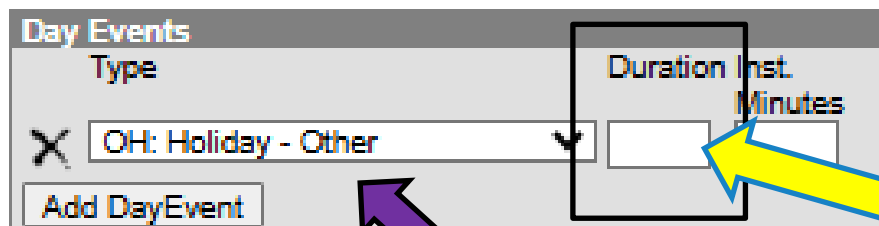
School Day	Instruction	Attendance
☐	☐	☐

Start Time	End Time	Duration
		0

Comments

**Duration is never entered here for OH reporting districts

Day Events

Type	Duration Inst. Minutes
X OH: Holiday - Other ▾	

Add DayEvent

Enter Duration for Staff Events (P/T Conf. or PD Days) If the Day event is a Staff Day

When entering a Day Event – always enter the Student Day Event first and a Staff Day second.
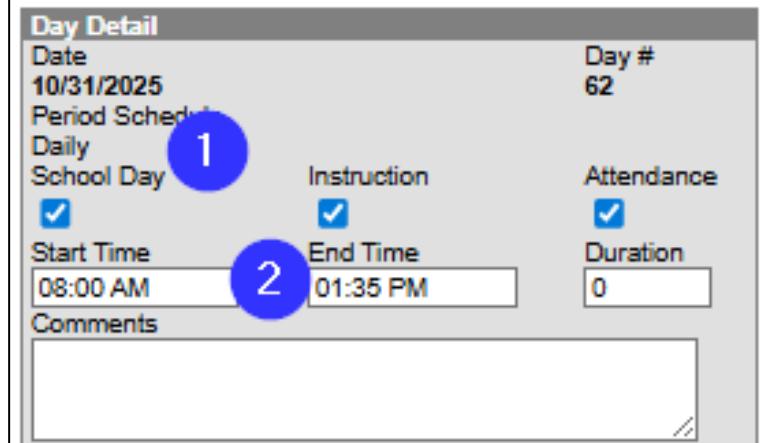
Entering Day Events in Infinite Campus

Scheduling & Courses>Calendar Setup>Day Setup
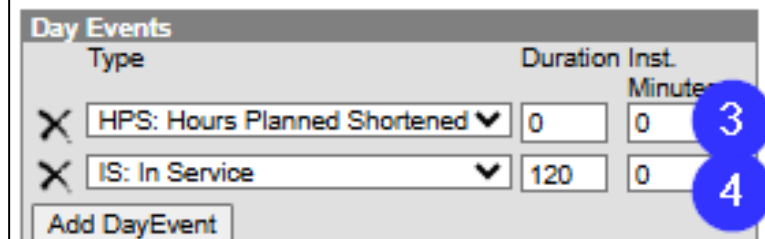
Example Day Set up for Early Dismissal and Staff Professional Development

The regular Student Day is from 8:00 AM until 3:35 - The district is dismissing students 2 hours early to have a Staff Professional Development Day for 2 hours

1. School Day, Instruction and Attendance will be checked (students will be in attendance)
2. Enter the regular Start Time for Students and the adjusted End Time

   for the early release (this will be tied to a Day Event for a Planned day shortened
3. Enter the Student exception Day – FIRST (tied to a planned day off)
4. Enter the Staff Day second and include the Duration in minutes

Day Detail

Date	Day #
10/31/2025	62

Period Schedule
Daily

School Day	Instruction	Attendance
☑	☑	☑

Start Time	End Time	Duration
08:00 AM	01:35 PM	0

Comments

Day Events

Type	Duration	Inst. Minutes
✕ HPS: Hours Planned Shortened ▾	0	0
✕ IS: In Service ▾	120	0

Add DayEvent

31

Viewing The Data Collector Files

DL – Grade Schedule Record
- Verify every Building IRN is present
- Verify every grade level for that Building IRN is present
- Verify the correct First Day of School and Last Day Of School is showing for each grade level
- Verify the Hours per Day are accurate for each Grade Level for each Building IRN
- Verify the Record is Valid

Building IRN	Grade Code	Attendance Pattern Code	First day of school	Last day of school	Hours Per Day	Record Is Valid
000123	01	**	8/19/2024	5/28/2025	6.17	Yes
000123	02	**	8/19/2024	5/28/2025	6.17	Yes
000123	03	**	8/19/2024	5/28/2025	6.17	Yes
000123	04	**	8/19/2024	5/28/2025	6.17	Yes
000123	05	**	8/19/2024	5/28/2025	6.17	Yes
000123	KG	K1	8/22/2024	5/28/2025	6.17	Yes
000123	KG	K2	8/23/2024	5/28/2025	6.17	Yes
000123	PS	**	8/19/2024	5/28/2025	6.17	Yes
000123	PS	P1	8/19/2024	5/28/2025	6.17	Yes
000123	PS	P2	8/19/2024	5/28/2025	6.17	Yes
000999	05	**	8/15/2024	5/28/2025	6.25	Yes
000999	06	**	8/15/2024	5/28/2025	6.25	Yes
000999	07	**	8/15/2024	5/28/2025	6.25	Yes
000999	08	**	8/15/2024	5/28/2025	6.25	Yes
000999	09	**	8/15/2024	5/28/2025	6.25	Yes
000999	10	**	8/15/2024	5/28/2025	6.25	Yes
000999	11	**	8/15/2024	5/28/2025	6.25	Yes
000999	12	**	8/15/2024	5/20/2025	6.25	Yes
000999	23	**	8/15/2024	5/28/2025	6.25	Yes

Viewing The Data Collector Files

DN – Organization General Information
- Verify every Building IRN is listed under the Organization IRN column with a day event for every Day you have an exception entered
- Verify every Attribute Name is the State Code that fits the Day Off
- Verify all calendars are using the appropriate Attribute Day
- Verify the Attribute Text and Number is accurate

Organization IRN	Attribute Name	Attribute Date	Attribute Text	Attribute Number	Record Is Valid
000123	C_DCMTYTKN	20250106	01**	0	Yes
000123	C_DCMTYTKN	20250106	02**	0	Yes
000123	C_DCMTYTKN	20250106	03**	0	Yes
000123	C_DCMTYTKN	20250106	04**	0	Yes
000123	C_DCMTYTKN	20250106	05**	0	Yes
000123	C_DCMTYTKN	20250106	KGK1	0	Yes
000123	C_DCMTYTKN	20250106	KGK2	0	Yes
000123	C_DCMTYTKN	20250106	PS**	0	Yes
000123	C_DCMTYTKN	20250106	PSP1	0	Yes
000123	C_DCMTYTKN	20250106	PSP1	0	Yes

Viewing The Data Collector Files

Calendar Display
- Sort by Row Number to ensure Day Events for every Calendar have been entered for all grade levels and all calendars the same
- Verify the hours per day are correctly showing
- Verify the Day Exceptions are showing correctly and completely
- Check the Final Student year To Date Hours are showing greater than or equal to the minimum hours per grade level
- Check the Parent-Teacher Conference Hours and Professional Development Hours are showing as expected

Calendar Display – take a closer look

Look at the day column for each day of the month and verify that the first day to have hours in it is the first day for students in that calendar

Calendar For: Dist-Bldg-Grade-AP	Row Number	Month	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Student Session Days	Student Session Hours	Student YTD Days	Student YTD Hours
045000-000123-01-**	01	24-Jul											
045000-000123-01-**	02			01	02	03	04	05	06				
045000-000123-01-**	03		07	08	09	10	11	12	13				
045000-000123-01-**	04		14	15	16	17	18	19	20				
045000-000123-01-**	05		21	22	23	24	25	26	27				
045000-000123-01-**	06		28	29	30	31							
045000-000123-01-**	07	24-Aug											
045000-000123-01-**	08						01	02	03				
045000-000123-01-**	09		04	05	06	07	08	09	10				
045000-000123-01-**	10		11	12	13	14	15	16	17				
045000-000123-01-**	11		18	19 - 6.17	20 - 6.17	21 - 6.17	22 - 6.17	23 - 6.17	24	5	30.85	5	30.85
045000-000123-01-**	12		25	26 - 6.17	27 - 6.17	28 - 6.17	29 - 6.17	30 - 6.17	31	5	30.85	10	61.7

The Calendar For: Dist-Bldg_Grade_AP column will display the District IRN, the Building IRN, the Grade Level and if applicable, the Attendance Pattern

Calendar Display – take a closer look

To verify the total Student Year to Date Hours – look at the Last month of school for students

Calendar For: Dist-Bldg-Grade-AP	Row Numb	Mont	Sund	Monday	Tuesday	Wednesday	Thursday	Friday	Saturd	Student Session Days	Student Session Hours	Student YTD Da	Student YTD Hours
045000-000123-01-**	62	25-May											
045000-000123-01-**	63							01 - 6.17	02 - 6.17	03	2	12.34	148	900.48
045000-000123-01-**	64		04	05 - 6.17	06 - 6.17	07 - 6.17	08 - 6.17	09 - 6.17	10	5	30.85	153	931.33
045000-000123-01-**	65		11	12 - 6.17	13 - 6.17	14 - 6.17	15 - 6.17	16 - 6.17	17	5	30.85	158	962.18
045000-000123-01-**	66		18	19 - 6.17	20 - 6.17	21 - 6.17	22 - 6.17	23 - 4.17 (PHS)	24	5	28.85	163	991.03
045000-000123-01-**	67		25	26 - 0.00 (PDO)	27 - 6.17	28 - 6.17	29	30	31	2	12.34	165	1003.37
045000-000123-01-**	68	25-Jun											
045000-000123-01-**	69		01	02	03	04	05	06	07				
045000-000123-01-**	70		08	09	10	11	12	13	14				
045000-000123-01-**	71		15	16	17	18	19	20	21				
045000-000123-01-**	72		22	23	24	25	26	27	28				
045000-000123-01-**	73		29	30									
045000-000123-01-**	74							Parent-Teacher Conf. Hours	14.00				
045000-000123-01-**	75							Prof Development Hours	49.36				

*To reach the minimum hours for students, you may add the equivalent of two student day hours for P/T Conferences, if held, and for Staff PD, if held, to the Student Year To Date Hours.

You may also add the equivalent of three student day hours to the Student YTD hours for students in grades 12 and KG for Day Exceptions, if used.

*Community School Exception

36

Minimum Calendar Hours

Requirements for School Districts, Joint Vocational School Districts, and Chartered Nonpublic Schools

School districts, joint vocational school districts, and chartered nonpublic schools will be required to be open for instruction for a minimum of:

» 455 hours for students in half-day kindergarten;

» 910 hours for students in full-day kindergarten through Grade 6;

» 1,001 hours for students in Grades 7-12; and

» 910 hours for students enrolled in traditional school district online schools.

Minimum Hours Exceptions (Does Not apply to Community Schools)

As part of the minimum hours, districts and schools may use:

» Up to two equivalent days for the purpose of individualized parent-teacher conferences and reporting periods;

» Up to two equivalent days for the purpose of professional meetings of teachers; and

» Morning and afternoon recess periods of no more than fifteen minutes each for students in Grades kindergarten through 6.

Minimum Calendar Hours

Community School Requirements

Community schools must provide a minimum of 920 hours of learning opportunities per year. This does not represent a change. Please note that community schools may not count the Minimum Hours Exceptions listed above towards the 920 hours of learning opportunities per year requirement.

Professional Meeting and/or PT Conference Hours are less than Max

This rule looks for calendars that are not meeting the maximum allowable for Staff Professional Meetings (PRFL Hours) and/or Parent Teacher Conferences (PTCONF Hours). Only those with hours in either column would need to be verified, if hours meet the Total Allowable the word met will display in the column.

Total Allowable Hours-the Hours per day reported in the DN record multiplied by 2; this is the maximum allowed by ODE.

Community Schools would ignore this check since they are not permitted to include the 2 PRFL or PTCONF hours to meet their minimum hours.

Total Allowable Hours for preschool calendars is 5.

Student/Calendar Mismatch

This rule looks for students who are educated by the district and the reported Calendar combination (Attending Building IRN + Grade Level + Attendance Pattern) reported for that student. If the calendar combination does not appear in the DL record for Calendar Reporting, the student will show on the report. Summer w/d and w/d code 81 students are NOT included. This doesn't necessarily mean that the student is appearing on district's FTE Detail report as being on a State Calendar but could indicate this. Students could also have an invalid attendance pattern entered, putting them on the wrong calendar.

Students on Calendar Under State Min

Resident district students are checked for the following:

For Preschool students this checks for 910 hours.

For full day KG-6th grade this checks for 910 hours.

For students in grades 7-12 checks for 1,001 hours.

For Preschool students, a maximum of 10 PD/PTC hours can be used to meet minimum requirements. We are unable to take into consideration online schools at the resident district. Please verify that the calendar has met the minimum and review for accuracy.

Community school students are checked for 920 hours.

Questions?

emishelp@metasolutions.net