



FY26 Final Calendar

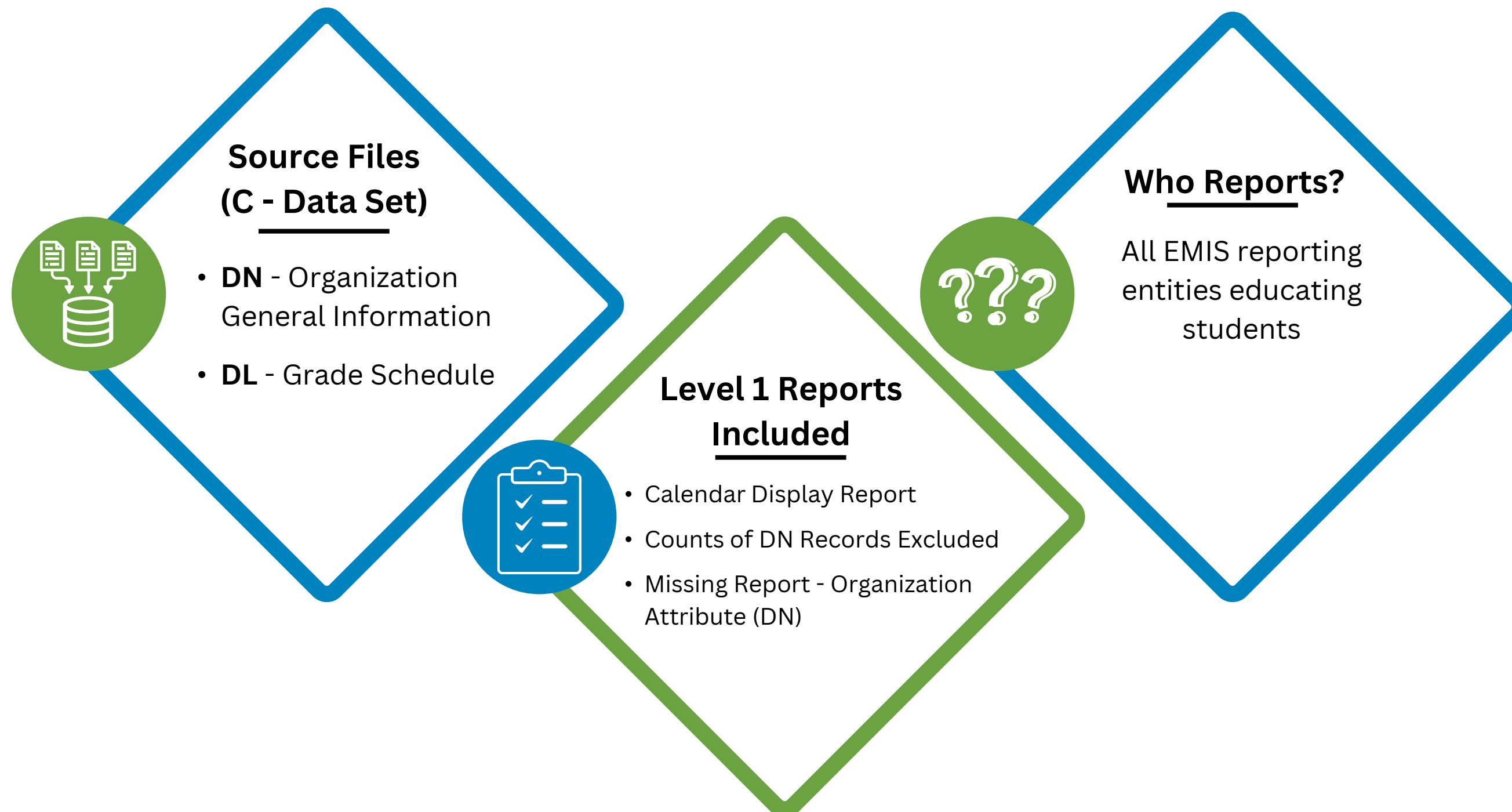


October 15, 2025
Presenter:

COLLECTION PERIOD

October 2, 2025 – August 5, 2026

GENERAL COLLECTION INFORMATION



General Collection Information

The Final Calendar Collection is a continuation of the Initial Calendar Collection
(Important for funding purposes)



What should be included?

- All events from the initial Collection
- Any calendar events not previously reported such as
 - Planned days off (holidays)
 - Unplanned days off
 - Days shortened
 - P/T Conference and PD hours

Report an event for anything that occurs from the first day of instruction until the last day of instruction that accounts for students not being in attendance.

Minimum Hour Requirements

Community Schools

- 920 hours

All Other Reporting Entities

- Half-day KG = 455 hours
- Full-day KG through Grade 6 = 910 hours
- Grades 7 through 12 = 1001 hours

Your calendar is very important for funding purposes!

If you tell the DEW that your calendar has 100 days, then each day would get 1/100 of your funding daily.

If you say your calendar is 200 days, then you would get 1/200 of your funding daily.

DN - Organization General Information

Calendar Group

- The calendar group includes three different sets of attributes: General, Teachers, and Students. These attributes together with matching School Grade Schedule (DL) Records comprise a complete calendar.
- For the Calendar Group, report grade level and attendance pattern as follows
 - ** if it applies to all students in the organization IRN
 - GL** if it applies to all groups in a specific grade within the district where GL represents the grade level
 - GLAP if it applies to a select group of students in a grade, where AP represents the attendance pattern of the specific group in this grade

DN - Organization General Information

Calendar Group, General

C_CLDRSPEC is used to report a special calendar case for the total number of required hours. This attribute is not required to be reported if there are no special case calendars for the district

DN - Organization General Information

Calendar Group, Teachers

C_PRFLMEET

- Used to report both full and partial day professional meetings for teachers. For professional meetings that occur between the first and last days of school, only include hours when school will not be in session. Include professional meeting time that occurs before the first day or after the last day of school if staff members are required to attend.
- Attribute date will be the day on which the professional meeting occurred
- Attribute number is the number of minutes for the duration of the professional meeting

C_PTCONFRC

- Used to report both full and partial day parent-teacher conferences. For parent teacher conferences that occur between the first and last days of school, only include when school will not be in session.
- Attribute Date is the day on which the parent-teacher conferences occurred
- Attribute Number is the number of minutes of the duration of the parent-teacher conferences

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

- Up to two equivalent days for the purpose of individualized parent-teacher conferences
- Up to two equivalent days for the purpose of professional meetings of teachers

DN - Organization General Information

Calendar Group, Students

Attribute Name	Attribute Text	Attribute Number	Attribute Date
C_DCMTYTKN	** or GL** or GLAP	0000000000	CCYYMMDD
C_DPLANNED	** or GL** or GLAP	0000000000	CCYYMMDD
C_DNOTPLAN	** or GL** or GLAP	0000000000	CCYYMMDD
C_DBLZZARD	** or GL** or GLAP	Number of hours made up by online day	CCYYMMDD
C_YWKENDSA	** or GL** or GLAP	0000000000	00000000
C_YWKENDSU	** or GL** or GLAP	0000000000	00000000
C_YWKDAYMN	** or GL** or GLAP	0000000000	00000000
C_YWKDAYTU	** or GL** or GLAP	0000000000	00000000
C_YWKDAYWD	** or GL** or GLAP	0000000000	00000000
C_YWKDAYTH	** or GL** or GLAP	0000000000	00000000
C_YWKDAYFR	** or GL** or GLAP	0000000000	00000000
C_HRSWKEND	** or GL** or GLAP	Must be reported for each day as hours	CCYYMMDD
C_HSHRTWEA	** or GL** or GLAP	Actual hours in session on this day; should always be less than the scheduled hours	CCYYMMDD
C_HSHRTPLN	** or GL** or GLAP	Actual hours in session on this day; should always be less than the scheduled hours	CCYYMMDD
C_HSHRTNOP	** or GL** or GLAP	Actual hours in session on this day; should always be less than the scheduled hours	CCYYMMDD
C_HRSLNGTH	** or GL** or GLAP	Actual hours in session on this day; should always be more than scheduled hours	CCYYMMDD

DN - Organization General Information

Calendar Group, Students - Event Descriptions

C_DCMTYTKN – Full day taken for calamity situations

C_DPLANNED - Full planned day when group is not in session; these days will include holidays, breaks, professional days, and parent-teacher conference days

C_DNOTPLAN – Full unplanned day when group was expected to be in session but was not, excluding calamity days

C_BLZZARD – Number of hours made up by online day plans for which the district is in compliance with ORC 3313.482. This can only be used at the district and/or building level

C_HSHRTWEA – Hours in session when group's day was interrupted by weather

C_HSHRTPLN – Hours in session when a group's day was shortened for a planned reason other than weather; this would include teacher professional days and days for parent-teacher conferences; report hours where both staff and students are expected to attend; if only staff, include in Teacher Days code above

DN - Organization General Information

Calendar Group, Students - Event Descriptions, cont.

C_HSHRTNOP – Hours in session when group's day was shortened for an unplanned reason other than weather such as early dismissals, late starts, mid-day interruptions

C_HRSLNGTH – May be for calamity makeup added to a scheduled day or other reason

The Calendar Group, Student events must be entered as a day event for any day students are not in session between the first day and last day of school. When you use one of the Calendar Group, Teacher events, a day event for the Calendar Group, Student must also be used.

DN - Organization General Information

C_YWKENDSA – For students who are to be in attendance on every Saturday between the first and last day of school

C_YWKENDSU – For students who are to be in attendance on every Sunday between the first and last day of school

C_YWKDAYMN – For students who are not expected to be in attendance on every Monday between the first and last day of school

C_YWKDAYTU – For students who are not expected to be in attendance on every Tuesday between the first and last day of school

C_YWKDAYWD – For students who are not expected to be in attendance on every Wednesday between the first and last day of school

C_YWKDAYTH – For students who are not expected to be in attendance on every Thursday between the first and last day of school

C_YWKDAYFR – For students who are not expected to be in attendance on every Friday between the first and last day of school

C_HRSWKEND – For a group that attends on a Saturday or Sunday that is not in the regular schedule and not reported via **C_YWKENDxx**; can be make up days

Days

Scheduling & Courses > Calendar Setup > Day Setup

 Day Reset  Day Rotation  Print  Print Rotation  Multi Day Event

<< **August 2025** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20 Day-1	21 Day-1	22 Day-1	23
24	25 Day-1	26 Day-1	27 Day-1	28 Day-1	29 Day-1	30
31						

▼ Event on this Day

Day Events

Entering Student Day Events

Any day between the first day and last day of the school year that students are not in session must have a student day event entered

Regular day in session Day Detail – NO Day Event

Day Detail		
Date	Day #	
08/27/2025	6	
*Period Schedule		
Day-1		
School Day	Instruction	Attendance
☒	☒	☒
Start Time	End Time	Duration
		0
Comments		
Day Events		
Type	Duration	Inst. Minutes
Add DayEvent		

Day not in session Day Detail with student Day Event only

Day Detail		
Date	Day #	
09/01/2025	Not an instructional day.	
*Period Schedule		
Day-1		
School Day	Instruction	Attendance
☐	☐	☐
Start Time	End Time	Duration
		0
Comments		
Labor Day		
Day Events		
Type	Duration	Inst. Minutes
X OH: Holiday Other	0	0
Add DayEvent		

Day Events

Any day between the first day and last day of the school year that has a staff event (P/T Conf. or PD) **must have**

- First
 - a student event (if day is shortened or not in session for the students),
- And then
 - a staff event with the Duration entered on the event

Day not in session for students:
Teacher Professional Development Day
Day Detail – with Staff and Student Day Events

Day Detail

Date: 10/17/2025

Day #: Not an instructional day.

*Period Schedule: Day-1

School Day: ☐ Instruction: ☐ Attendance: ☐

Start Time: End Time: Duration: 0

Comments: PDay

Day Events

Type	Duration	Inst. Minutes
✕ NC: No Classes	0	0
✕ IS: In Service	374	0

Add DayEvent

****Note that the Staff Event has the Duration included in minutes and that the student event is entered first**

Day Events

Planned Shortened Day for Students – no Staff Event
Day Detail with Student only Day Event

****Note** that the Start and End times have been added to indicate the 2 hour early dismissal and there isn't anything entered in the Duration or Instructional Minutes areas

The image shows two screenshots of a software interface. The top screenshot, titled 'Day Detail', shows a form for a specific day. It includes fields for 'Date' (12/20/2024), 'Day #' (84), and '*Period Schedule' (2 hr early dismissal). Below these are three columns: 'School Day' (checked), 'Instruction' (checked), and 'Attendance' (checked). A red box highlights the 'Start Time' (07:45 AM), 'End Time' (12:45 PM), and 'Duration' (0) fields. A red arrow points from the note box to the 'Start Time' field. The bottom screenshot, titled 'Day Events', shows a table with columns 'Type', 'Duration', and 'Inst. Minutes'. A red box highlights a row with 'Type' 'PLA: Student Planned Day Off', 'Duration' 0, and 'Inst. Minutes' 0. A red arrow points from the note box to the 'Duration' field in this row.

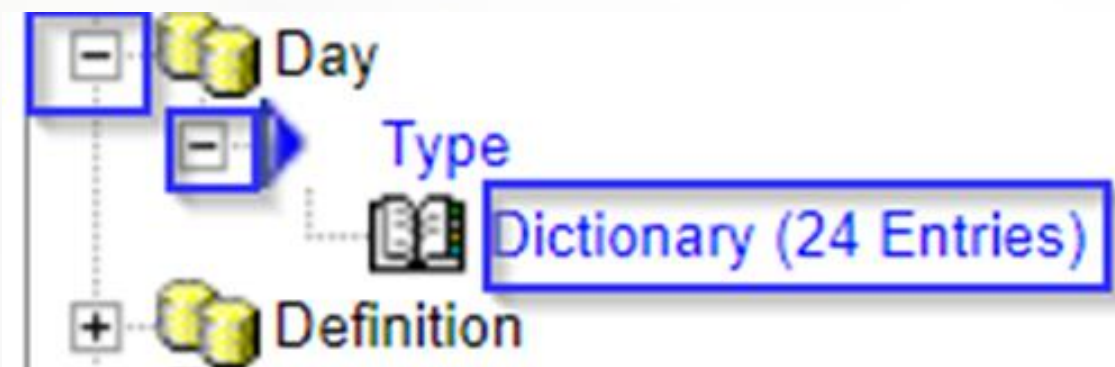
Day Detail	
Date	Day #
12/20/2024	84
*Period Schedule	
2 hr early dismissal	
School Day	Instruction
☒	☒
Attendance	☒
Start Time	End Time
07:45 AM	12:45 PM
Duration	0
Comments	

Day Events		
Type	Duration	Inst. Minutes
PLA: Student Planned Day Off	0	0
Add DayEvent		

Unplanned shortened day would be reported the same way
with the exception to the Type of Day Event reported

Where do these Day Events come from?

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



Type Dictionary Detail							Add Row
	Code	Name		Seq	Value	Standard Code	Active
X	2H	2 Hr. Delay Weather		0	C_HSHRTWEA		X
X	BL	Blizzard Bag Day		0	C_DBLZZARD		X
X	C19	Calamity-COVID		0	C_DCMTYTKN		X
X	CA	Calamity Day		0	C_DCMTYTKN		X
X	DO	Closed-Excluding Weather		0	C_DNOTPLAN		X
X	ED	Early Dismissal Weather		0	C_HSHRTWEA		X
X	IS	In Service		0	C_PRFLMEET		X

Code must be unique and two or three characters in length

Name should describe the event

Seq is not required but will order the options if entered

Value is the State Code and must be entered exactly as listed in the EMIS Manual - Value could also include the GL and AP codes

NOTES:

Unique Day Events

Sometimes you will need to report a day event for a specific population
(whole grade or specific groups within a grade)

Examples – Staggered Start Days or different Senior Last Day

- **For whole grade**

You will create the Day Event with a GL indicated only

Example for senior last day C_LAST12**

The attendance pattern of ** needs to be added to the Grade Level (see
later slide)

- **For specific groups within grade levels**

You will create the Day Event with a GL and AP

Example for staggered KG start groups C_FIRSTKGKA

The attendance patterns (example KA) need to be added to the Grade
Level AND to each student enrollment record included in this group

NOTES:

Example of different Senior last day – setting up Day Event Type

- Seniors are permitted to add the hours equivalent of up to and including three student days to their hours to meet the minimum number of required hours if they have early dismissal
- All Seniors will need to be participating
- Use the State Value in the Attribute/Dictionary under Day with the grade level followed by ** in place of an attendance pattern (because it is going to be the whole grade level) C_LAST12**

Type Dictionary Detail							Add Row
	Code	Name	Seq	Value	Standard Code	Active	
X	SR	Senior Last Day	0	C_LAST12**		X	

NOTES:

For each group with a different attendance pattern, enter the corresponding attendance pattern on their Enrollment screen

- **In the State Reporting Fields Area**

SEND an email to
infinitecampushelp@metasolutions.net
letting us know which calendar and
grade level needs to have it removed

****NOTE:**

Attendance Patterns do roll forward with the next enrollment record and will need to be removed the following school year.

NOTES:

Entering Senior last day (C_LAST12**)

Scheduling & Courses > Calendar Setup > Grade Level Setup

Add the default attendance pattern of ** to the grade level

(You will need to do this every year, it does not roll forward with the grade levels from one year to another)

Grade Level Setup ☆

+ New Save Delete

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

Grade Level Detail

Name (locked)
12

*Sequence Number
13

*State Grade Level Code
12: Grade 12

Standard Day

Enrollments ☆

Student #: Grade: 12 DOB: Standard 2023 and beyond

Save Delete New Print Enrollment History New Enrollment History

How Received
*: Not Applicable

Legal District of Residence Tuition Type
N: Non-tuition student

County of Residence
Select a Value

District Percent of Time Enrollment Multiplier
0 0

Attendance Pattern
**: Default

Non-Attending Reason
*: Not Applicable

If you don't have the Generic Attendance Pattern (**Default or N/A) set up in Attendance Patterns, you will need to add that, so it appears in the dropdown.

NOTES:

Entering a Staggered Start for different groups

In this example we have two kindergarten groups. One group starts one day, and the other group starts the next (first group doesn't attend on the second day and second group doesn't attend on the first day)

- You will need **three** Day types
 - First day for group 1
 - First day for group 2
 - Planned day off for group 1

Type Dictionary Detail						Add Row
	Code	Name	Seq	Value	Standard Code	Active
X	BS	KG Boys Start	7152	C_STARTKGKB		X
X	GS	KG Girls Start	7153	C_STARTKGKA		X
X	BO	KG-Boys Off	7155	C_DPLANNEDKGKB		X

First Day state event

C_START (then adds grade level KG) (then adds Attendance pattern KB and KA in the example)

Day off state event

C_DPLANNED (then adds the grade level KG) (then adds the Attendance pattern KB in the example)

NOTES:

What the day events will look like if

- The District Start date is 8/21
 - Kindergarten boys start attending on 8/22
 - Kindergarten Girls start attending on 8/23 and Kindergarten Boys do not attend on 8/23

Day Detail

Date

05/17/2024

Day #

230

Period Schedule

Day-1

School Day

☒

Instruction

☒

Attendance

☒

Start Time

End Time

Duration

0

Comments

Day Events

Type

Duration

Inst.

Minutes

X

SR: Senior Last Day

Add DayEvent

Creating Attendance Patterns

[System Settings > Custom Data and Links > Core Attribute Dictionary](#)
(+Definition – +Attendance Pattern – Dictionary)

Core Attribute/Dictionary ☆

Save

Definition

Attendance Pattern

Dictionary (17 Entries)

+

Building IRN List

+

CIP federal list

+

Contact Relationship Code

+

Course State Code

+

Credit Earned Method

Attendance Pattern Dictionary Detail

	Code	Name
✕	HE	Half Day, Every Day
✕	HO	Half Day, Every Other Day
✕	AS	Alternative Schedule
✕	NA	Not Applicable
✕	KB	KG Boys Start
✕	KG	KG Girls Start

DL - Grade Schedule

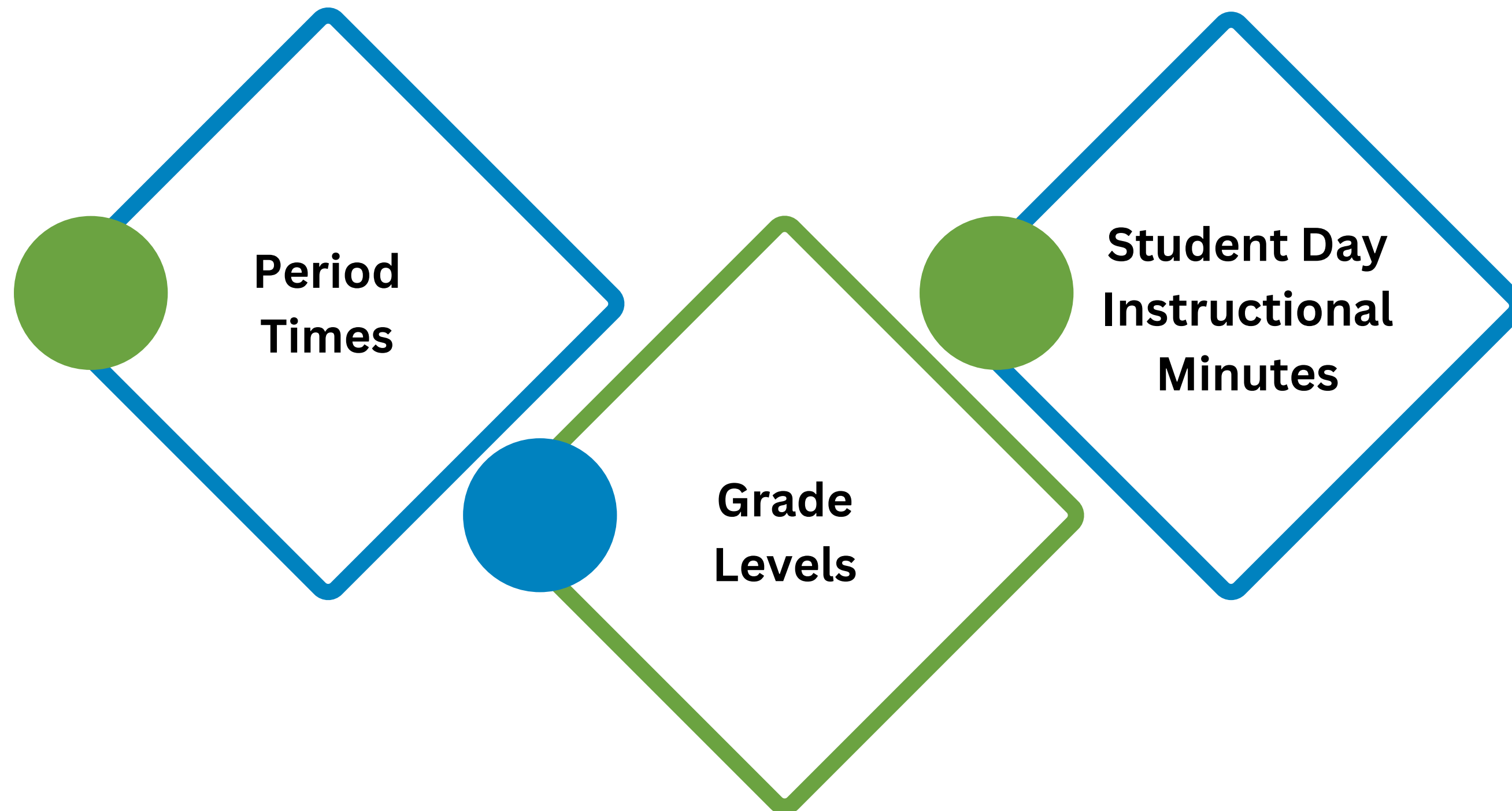
The DL record uses Attendance Pattern, Building and District IRN, First Day of School, Last Day of School, Grade Code and Hours per day to calculate the FTE for funding.

Building IRN	Grade Code	Attendance Pattern Code	First day of school	Last day of school	Hours Per Day	Record Is Valid
	07	**	8/21/2025	5/21/2026	6.42	Yes
	08	**	8/21/2025	5/21/2026	6.42	Yes
	09	**	8/21/2025	5/21/2026	6.42	Yes
	10	**	8/21/2025	5/21/2026	6.42	Yes
	11	**	8/21/2025	5/21/2026	6.42	Yes
	12	SR	8/21/2025	5/21/2026	6.42	Yes
	23	**	8/21/2025	5/21/2026	6.42	Yes
	01	**	8/21/2025	5/21/2026	6	Yes
	02	**	8/21/2025	5/21/2026	6	Yes
	03	**	8/21/2025	5/21/2026	6	Yes
	04	**	8/21/2025	5/21/2026	6	Yes
	05	**	8/21/2025	5/21/2026	6	Yes
	06	**	8/21/2025	5/21/2026	6	Yes
	KG	K1	8/21/2025	5/21/2026	6	Yes
	KG	K2	8/22/2025	5/21/2026	6	Yes
	PS	P1	8/25/2025	5/21/2026	6.25	Yes
	PS	P2	8/26/2025	5/21/2026	6.25	Yes

Verify the information is complete and accurate

- All Building IRNs are displayed
- All Grade Levels are displayed
- All Attendance Patterns are displayed
- First Day of School is accurate for each Grade Level/Attendance Pattern
- Last Day of School is accurate for each Grade Level/Attendance Pattern
- Hours Per Day is accurate for each grade level/Attendance pattern

INFINITE CAMPUS CHECKS



Period Times

Scheduling & Courses > Calendar Set Up > Period Setup

Period Setup ☆

Save Period Schedules

Period Schedule/Periods Editor

Name

Day-1

2hr delay

Period Schedule Info

*Name

Day-1

*Sequence

1

Exception/Special

Day

☐

Instructional

Minutes

370

School

Day

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

Gaps between learning periods, even those as short as 59 seconds, will be deducted from your total daily student minutes.

Student Instructional Minutes

Scheduling & Courses > Calendar Set Up > Calendar Information

Calendar Info

Calendar ID

Parent Calendar ID

School

000315 Alexander JR/SR High School (schoolID:2)

*Name

Number

Sequence

1

*Start Date

07/01/2024

*End Date

06/30/2025

Summer School

☐

Student Day (instructional minutes)

375

Teacher Day (minutes)

420

Exclude

☐

Whole Day Absence (minutes)

240

Half Day Absence (minutes)

School Choice

☐

Type

I: Instructional

Require Student Assignment

☐

External LMS Exclude

☐

Ignore Master Push

☐

Comments

rolling 02/29/2024 10:35 AM

Entered manually and must match the Period Calculated Minutes

Scheduling & Courses > Calendar Set Up > Period Setup

PeriodSchedule Info

*Name

Day-1

*Sequence

1

Exception/Special Day

☐

Instructional Minutes

375

School Day

405

Period Info

	*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X	1 Period	2	08:00 AM	08:53 AM	0	☐	☐
X	2 Period	3	08:53 AM	09:41 AM	0	☐	☐
X	3 Period	4	09:41 AM	10:29 AM	0	☐	☐
X	4 Period	5	10:29 AM	11:16 AM	0	☐	☐
X	5AC	6	11:16 AM	11:49 AM	0	☐	☐
X	6A Period	7	11:49 AM	12:23 PM	15	☐	☐
X	6B Period	8	12:23 PM	12:37 PM	0	☐	☐
X	6C Period	9	12:37 PM	01:10 PM	15	☐	☐
X	7 Period	10	01:10 PM	01:57 PM	0	☐	☐
X	8 Period	11	01:57 PM	02:45 PM	0	☐	☐
X	Fall Ath	15			0	☒	☐
X	Winter Ath	16			0	☒	☐
X	Spring Ath	17			0	☒	☐

Add Period

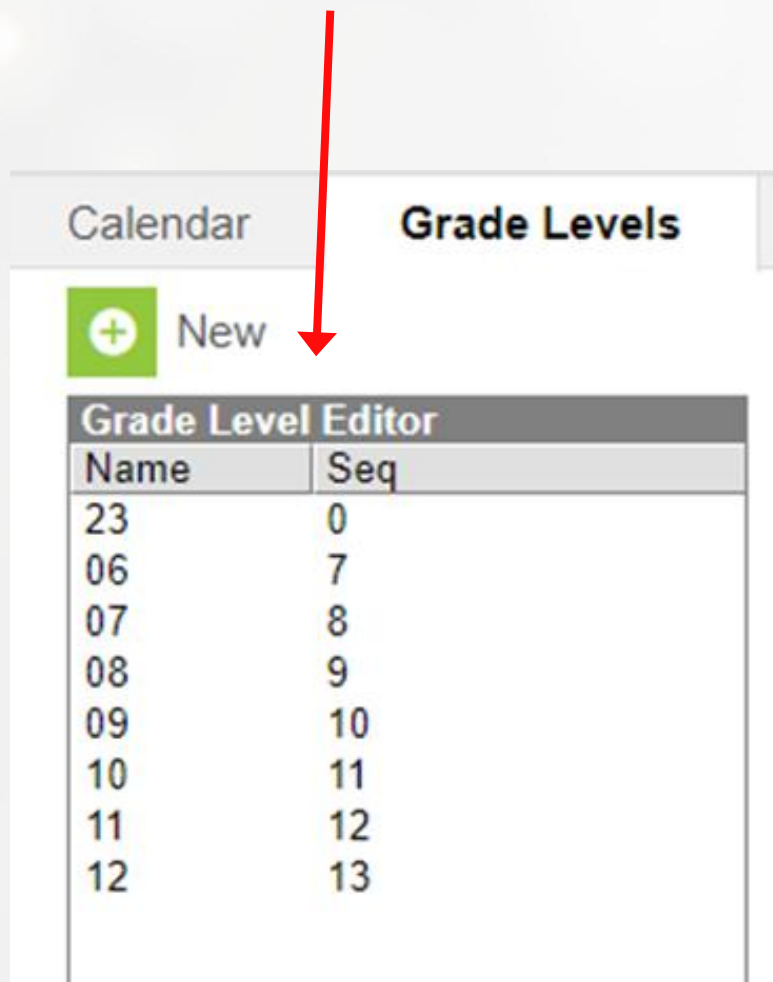
Instructional Minutes Preference for 24-25 School Year

Make sure the period times are correct because this determines the number of hours in your calendar. Non-instructional periods **do not** count in this.

Student Instructional Minutes

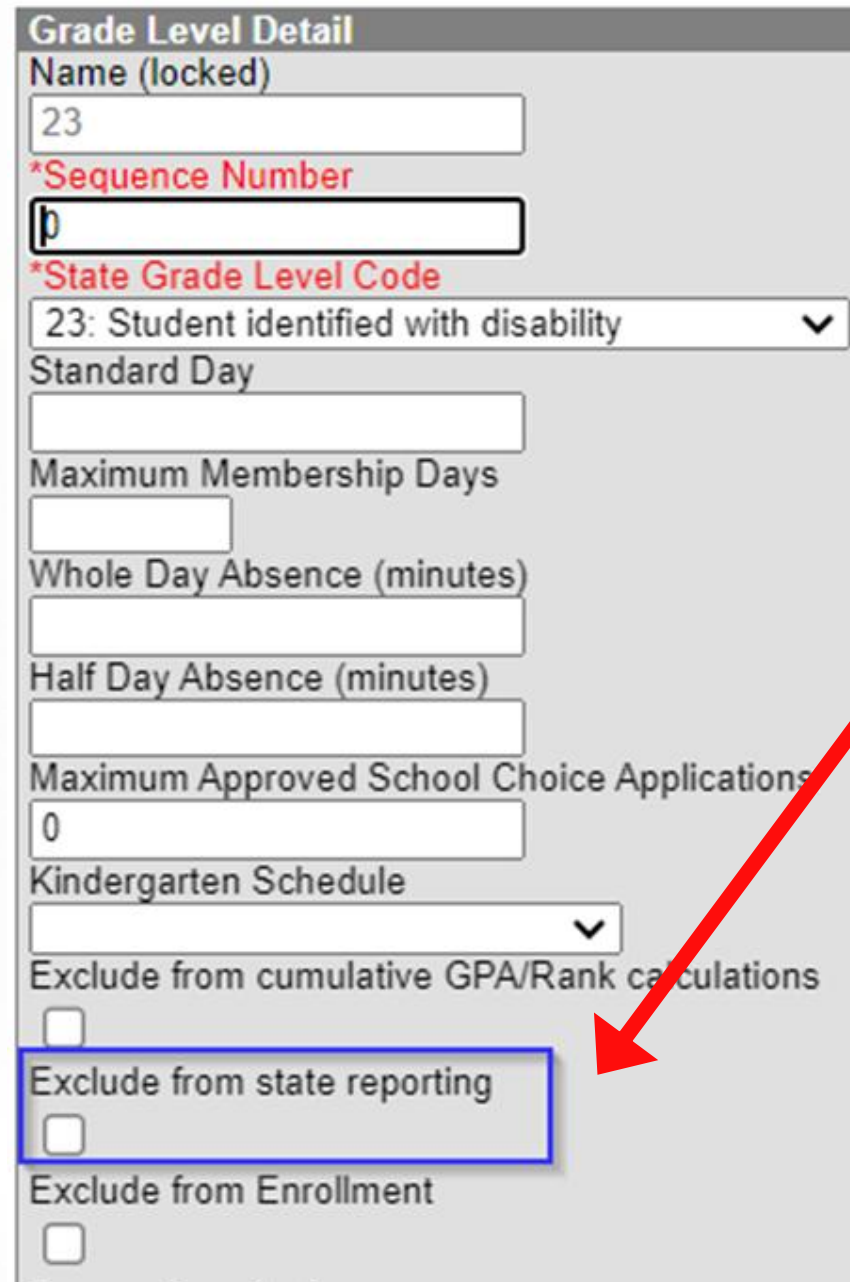
Scheduling & Courses > Calendar Set Up > Grade Level Setup

All grade levels for the calendar chosen should appear in the Grade Levels tab



The screenshot shows the 'Grade Levels' tab with a 'New' button highlighted by a red arrow. Below the button is a table titled 'Grade Level Editor'.

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



The screenshot shows the 'Grade Level Detail' form. A red arrow points to the 'Exclude from state reporting' checkbox, which is currently unchecked.

Grade Level Detail

Name (locked)
23

*Sequence Number
0

*State Grade Level Code
23: Student identified with disability

Standard Day
Maximum Membership Days
Whole Day Absence (minutes)
Half Day Absence (minutes)
Maximum Approved School Choice Applications
Kindergarten Schedule
Exclude from cumulative GPA/Rank calculations
☐
Exclude from state reporting
☐
Exclude from Enrollment
☐

If you have students in the grade level in this calendar, do not mark as Exclude from state reporting.

If you **do not** have students in this grade level, mark as Exclude from state reporting

How to verify if there are students enrolled in a grade level?

Do an Advanced Search on Student By Grade

Advanced Student Search

Last Name

First Name

Student Number

SSN

Grade

Search

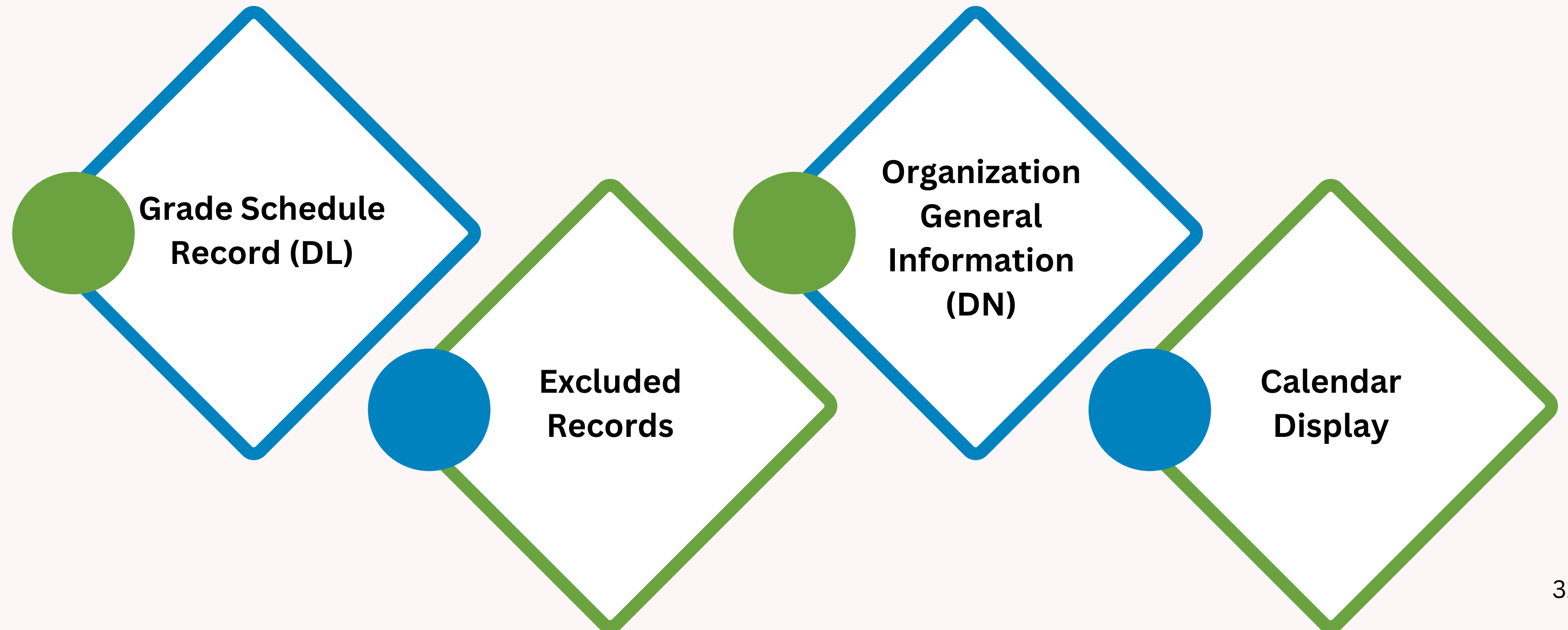
Type

Search

➔ No results found.

If no students are found in the grade level searched, mark the grade level as Exclude from State Reporting

DATA COLLECTOR CHECKS





Calendar Collection - Final (FY26)

FY26-C-Cal Final: The Final Calendar Collection is required for all EMIS reporting entities educating students in 2025-2026. Source files for DL And ...

Submissions: October 02, 2025 - August 05, 2026 (295 days till close)

Version: 1

Status: The collection was submitted

Submission Status: Processing Completed (October 09, 2025 at 11:35:20 AM)

Submission Number: 1 (attempt 1)

Actions: [Start Collection](#)
[Add New Scheduled Collection](#)
[Edit Default Collection properties](#)

Prepare Outputs: [View submission 1 Data](#)

1

Calendar Collection - Final (FY26)

Submission Number 1 (attempt 1), LEA:

Use the Generate Review Data link to review the data previously submitted.

Last Prepared: October 09, 2025 (5 days ago) at 11:20:47 AM

Review Types

- ☒ Calendar
- ☒ Detail
- ☒ MissDat
- ☒ Summary

Output Options

Zip File: ☐ Download file as a compressed .zip (for faster downloads)

File Format: ☐ HTML
☒ CSV

Include in CSV files: ☒ Data only
☐ Data and Fatal exceptions
☐ Data and All exceptions

2

You need to re-Generate Review Data after changing any of the above radio buttons

[Generate Review Data](#)

In Progress Submission (1) Prior				
File	Valid	Invalid	Total	Valid
Calendar Display.csv			1292	
Counts of DN Records Excluded.csv			0	
Excluded Records.csv			0	
Grade Schedule Record (DL).csv	17	0	17	0
Missing Report - Organization Attribute (DN).csv			0	
Organization General Information Record (DN).csv	517	0	517	0
Total counts:	534	0	1826	0

Verify that you have
"zero" Excluded
Records

Verify that you have
NO Invalid Records

Organizational General Information Record (DL)

You should see the day event for each calendar it has been applied for. The grade level being included and, if applicable, the attendance pattern

Organization IRN	Attribute Name	Attribute Date	Attribute Text	Attribute Number	Record Is Valid
	C_DPLAN	20250901	07**	0	Yes
	C_DPLAN	20250901	08**	0	Yes
	C_DPLAN	20250901	09**	0	Yes
	C_DPLAN	20250901	10**	0	Yes
	C_DPLAN	20250901	11**	0	Yes
	C_PRFLM	20251024	07**	64167	Yes
	C_PRFLM	20251024	08**	64167	Yes
	C_PRFLM	20251024	09**	64167	Yes
	C_PRFLM	20251024	10**	64167	Yes
	C_PRFLM	20251024	11**	64167	Yes
	C_PRFLM	20251024	12SR	64167	Yes
	C_PRFLM	20251024	23**	64167	Yes
	C_PTCON	20251106	07**	32167	Yes
	C_PTCON	20251106	08**	32167	Yes
	C_PTCON	20251106	09**	32167	Yes
	C_PTCON	20251106	10**	32167	Yes
	C_PTCON	20251106	11**	32167	Yes

Helpful note
If there is an error, you
can find it easier by
looking at the DN and
filtering on the Record
is Valid NO

Calendar Display

Dist-Bldg-Gra	Row	Month	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Student Se	Student Se	Student YT	Student YTI
57-01-**	51	24-Mar											
57-01-**	52							01 - 6.17	02	1	6.17	118	726.14
57-01-**	53		03	04 - 6.17	05 - 6.17	06 - 6.17	07 - 6.17	08 - 0.00 (PDO)	09	4	24.68	122	750.82
57-01-**	54		10	11 - 6.17	12 - 6.17	13 - 6.17	14 - 6.17	15 - 6.17	16	5	30.85	127	781.67
57-01-**	55		17	18 - 6.17	19 - 6.17	20 - 6.17	21 - 6.17	22 - 6.17	23	5	30.85	132	812.52
57-01-**	56		24	25 - 0.00 (P	26 - 0.00 (I	27 - 0.00 (I	28 - 0.00 (I	29 - 0.00 (PDO)	30				
57-01-**	57		31										
57-01-**	58	24-Apr											
57-01-**	59			01 - 0.00 (P	02 - 6.17	03 - 6.17	04 - 6.17	05 - 6.17	06	4	24.68	136	837.2
57-01-**	60		07	08 - 6.17	09 - 6.17	10 - 6.17	11 - 6.17	12 - 6.17	13	5	30.85	141	868.05
57-01-**	61		14	15 - 6.17	16 - 6.17	17 - 6.17	18 - 6.17	19 - 6.17	20	5	30.85	146	898.9
57-01-**	62		21	22 - 6.17	23 - 6.17	24 - 6.17	25 - 6.17	26 - 6.17	27	5	30.85	151	929.75
57-01-**	63		28	29 - 6.17	30 - 6.17					2	12.34	153	942.09
57-01-**	64	24-May											
57-01-**	65					01 - 6.17	02 - 6.17	03 - 6.17	04	3	18.51	156	960.6
57-01-**	66		05	06 - 6.17	07 - 6.17	08 - 6.17	09 - 6.17	10 - 6.17	11	5	30.85	161	991.45
57-01-**	67		12	13 - 6.17	14 - 6.17	15 - 6.17	16 - 6.17	17 - 0.00 (PDO)	18	4	24.68	165	1016.13
57-01-**	68		19	20 - 6.17	21 - 6.17	22 - 6.17	23 - 6.17	24	25	4	24.68	169	1040.81
57-01-**	69		26	27	28	29	30	31					
57-01-**	70	24-Jun											
57-01-**	71								01				
57-01-**	72		02	03	04	05	06	07	08				
57-01-**	73		09	10	11	12	13	14	15				
57-01-**	74		16	17	18	19	20	21	22				
57-01-**	75		23	24	25	26	27	28	29				
57-01-**	76		30										
57-01-**	76							Parent-Teacher Conf. Hours	12.32				
57-01-**	77							Prof Development Hours	61.19				

**See additional sheet from FY19 EMIS Alliance – Calendar Data Verification instructions to break down and review Calendar Display using Excel

Hours Per Day	The number of hours per day in which scheduled classes, supervised activities or approved educational options are provided to students in this grade level. Calculated by dividing Standard Day by 60. If Standard Day is null, divides Student Day (Instructional Minutes) by 60. Reports to two decimal places, but the decimal is implied, so 6.50 would report as 650. <i>Numeric, 3 digits</i>	Calculated from System Administration > Calendar > Grade Levels > Standard Day or System Administration > Calendar > Calendar > Periods > Instructional Minutes Calculated from GradeLevel.standardDay Period.periodMinutes
----------------------	---	--

Using the calculation of Instructional minutes divided by 60 you should get the number that appears in the DL Hours per day

Filler1	SortType Code	Filler2	FiscalYear	ReportingPeriodCode	DistrictID N	BuildingID RN	GradeCode	AttendancePatternCode	FirstDay OfSchool	LastDay OfSchool	HoursPer Day	Filler3	Filler4	Filler5
	DL		2026	C			1	**	20250821	20260521	620			0
	DL		2026	C			2	**	20250821	20260521	620			0
	DL		2026	C			3	**	20250821	20260521	620			0
	DL		2026	C			7	**	20250820	20260522	623			0
	DL		2026	C			8	**	20250820	20260522	623			0
	DL		2026	C			8	**	20250820	20260522	623			0
	DL		2026	C			9	**	20250820	20260522	623			0
	DL		2026	C			10	**	20250820	20260522	623			0
	DL		2026	C			11	**	20250820	20260522	623			0
	DL		2026	C			12	SR	20250820	20260518	623			0
	DL		2026	C			23	**	20250820	20260522	623			0
	DL		2026	C			1	**	20250820	20260522	625			0
	DL		2026	C			2	**	20250820	20260522	625			0

REMINDER

For Preschool calendars, assign the PS students to a regular full day everyday calendar and adjust the student District Percent of Time on the enrollment screen to indicate their time

META Cross Check

Calendar Checks

- Professional Meet/P/T Conf<Max
 - Total allowable hours – the hours per day reported in the DN record multiplied by 2, is the maximum allowed by ODE
- Student/Calendar Mismatch
 - Could indicate that a student is being reported on a State Calendar
 - Possibly have an invalid attendance pattern
- Students on Calendar under State Min
 - Checks student grade level and calendar min hours



Questions?

emishelp@metasolutions.net

