

FY27 Initial Calendar Collection

(7/1/2026 – 9/24/2026)



September 2, 2026
Cathy Edwards

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 the 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.

The FY27 Initial Calendar also establishes the first day of school for FY27 that is used in the FY26 Graduation Collection to determine if a late graduate is a FY27 Graduate or a FY27 Graduate.

TYPES OF CALENDARS

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

The Initial Calendar must include at least the start date, end date, and hours per day for each calendar and at least one day exception (Labor Day or any district wide event). You may enter as many day exceptions as you have, but at least one is required for the collection to be valid in the Data Collector.

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 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 you **do not include** that calendar in the calendar extract.*

Reporting Hours

Minimum Hours and What Hours Count

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.

Defining “Open for Instruction”

Hours eligible to count as “open for instruction” include time when the district, school or building is open and all students are:

- » Attending regularly scheduled classes;
- » Participating in supervised activities such as assemblies;
- » Participating in approved education options; and
- » Participating in co-curricular activities during the scheduled school day.

Time spent during lunch periods, breakfast periods and extracurricular activities cannot count as open for instruction. A schedule must include five days in each week. These requirements apply to all districts and schools, except for community schools.

Community School Requirements

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

Ohio Administrative Code [3301-102-02](#) defines “learning opportunity as the following:

"Learning opportunity" means classroom-based or non-classroom-based supervised instructional and educational activities that are defined in the community school's contract and are:

1. Provided by or supervised by a licensed teacher;
2. Goal oriented; and
3. Certified by a licensed teacher as meeting the criteria established for completing the learning opportunity.

Calendar
Cleanup
Items

Term Dates

Period Times/Schedules

Calendar Days

Grade Levels

During Scheduling there were elements that may need
“cleaned up” for accurate FY27 Calendar Reporting

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	08/20/2026	10/16/2026
✕	2ND	2	10/17/2026	12/31/2026
✕	3RD	3	01/01/2027	03/12/2027
✕	4TH	4	03/13/2027	05/26/2027

Add Term

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Period Times

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)

PeriodSchedule Info						
*Name	*Sequence	Exception/Special	Instructional	School		
Day-1	1	Day	Minutes	Day		
		☐	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 Instructional minutes

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

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Instructional Minutes

Scheduling & Courses>Calendar Setup>Calendar Information

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

Period Setup ☆

Save Period Schedules New Period Schedule Delete Period Sched/Periods

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
Breakfast	1	07:45 AM	08:05 AM	20	☒	☐
HR	2	08:05 AM	08:23 AM	0	☐	☐
Period 1	3	08:23 AM	09:04 AM	0	☐	☐

Calendar Information ☆

Save Mark for Deletion

Calendar Info

Calendar ID	Parent Calendar ID	School	Elementary School
*Name	26-27 Elementary Sch	Number	Sequence
*Start Date	07/01/2026	*End Date	06/30/2027
Student Day (instructional minutes)	370	Teacher Day (minutes)	400
Whole Day Absence (minutes)	240	Half Day Absence (minutes)	15
Type	I: Instructional	Exclude	☐
Requires Student Assignment		School Choice	☐
External LMS Exclude			



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Multi Day Schedules

Scheduling & Courses>Calendar Setup>Day Setup

Multi Day Period Schedules must exist before doing this

If utilizing multiple day schedules, add the Day Rotation to the calendar for the 26/27 School Year. This should be (should have been) completed before the first day of school for students.

Day Setup ☆

Day Reset Day Rotation Print Print Rotation Multi Day Event

<< August 2026 >>

Sun	Mon	Tue	Wed	Thu	Fri
02	03	04	05	06	07
09	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30	31				
	Day-1	Day-2	Day-3	Day-4	Day-5

Event on this Day

Day Setup ☆

Auto Assign Period Schedule Rotations

Day Rotations

This tool will re-assign Period Schedules to Days to facilitate alternating and MTWRF Day Rotations within the specified date range. MTWRF Schedules need 5 Period Schedules defined (cannot be exception/special days). Alternating will work on any schedule.

*Start Date 07/01/2026

*End Date 06/30/2027

Rotation Type

☒ Alternating (Ignore vacation days)

☐ MTWRF - (Assign by days of week)

*Starting Period Schedule (rotation continues following sequence numbers)

Day-1

*Days repeated for Starting Period Schedule (first time ONLY, alternating days will have 1)

1

*Days repeated for all following schedules (alternative days will have 1)

1

Assign Rotations



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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.

Day Setup ☆

Day Reset

Day Rotation

Print

Print Rotation

Multi Day Event

<< August 2026 >>

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-4	21 Day-5	22
23	24 Day-1	25 Day-2	26 Day-3	27 Day-4	28 Day-5	29
30	31 Day-1					

▼ Event on this Day

Day Detail

Date
08/03/2026

Day #
Not an instructional day.

*Period Schedule

Day-1 ▼

School Day

Instruction

Attendance

Start Time

End Time

Duration
0

Comments

Day Events

Type

Duration Inst. Minutes

✗ NS: No School ▼ 0 0

Add DayEvent

- Insure the Multi Day Event Type is a No School day that is not tied to a state reporting code. This code can be different in each district.
- Make sure to enter all days starting 7/1/2026 until the day before the first day for students and for the day after the last day of school for students ending on 6/30/2027.

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. (you must do this before adding individual calendar events or those will be deleted)

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.
Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system.

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
- ☐ Copy School Month data

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

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

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

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

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

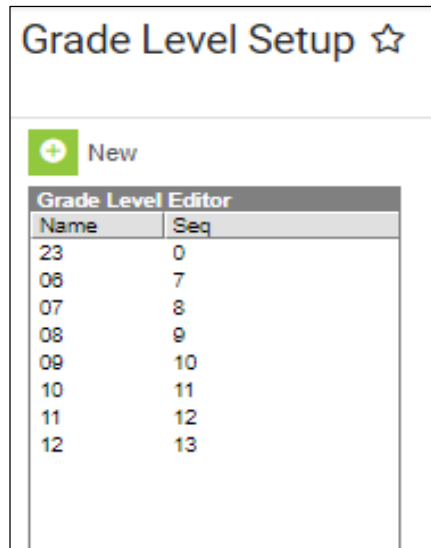
Run Wizard

< Back Next >

Calendar Grade Level Verification

Scheduling & Courses>Calendar Setup>Grade Level Setup

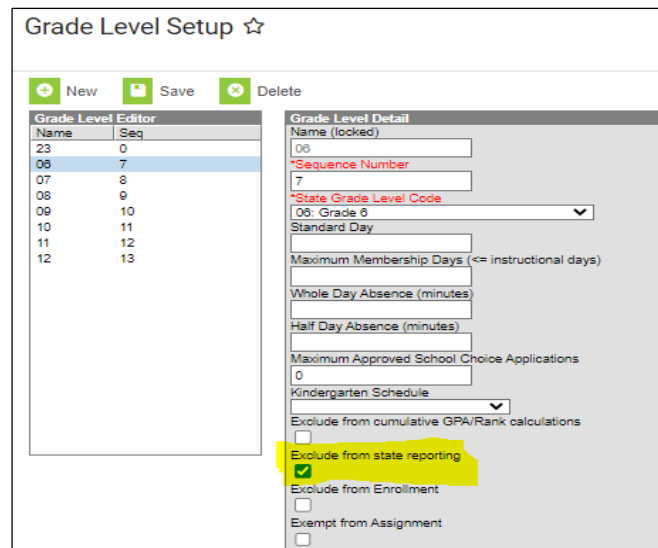
Calendars should only include grade levels of students that are enrolled in the calendar. If there are no students in a grade level listed, mark that grade level as Excluded from State Reporting until a student in that grade level is enrolled in that calendar. If/when that happens, you will need to remove that grade level exclusion.



Grade Level Setup ☆

New

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



Grade Level Setup ☆

New **Save** **Delete**

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

Grade Level Detail

Name (locked): 08

*Sequence Number: 7

*State Grade Level Code: 08: Grade 8

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: ☐

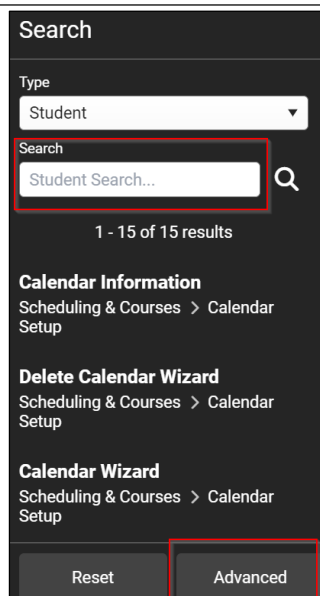
Exclude from state reporting: ☒

Exclude from Enrollment: ☐

Exempt from Assignment: ☐

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When verifying Grade Levels, utilize the Advance Search to see if there are students enrolled in that grade level in the chosen calendar, 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.



Search

Type: Student

Search: Student Search...

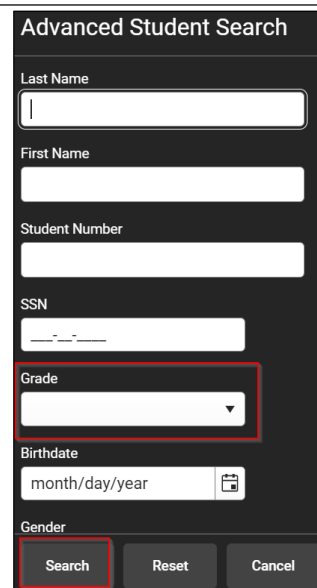
1 - 15 of 15 results

Calendar Information
Scheduling & Courses > Calendar Setup

Delete Calendar Wizard
Scheduling & Courses > Calendar Setup

Calendar Wizard
Scheduling & Courses > Calendar Setup

Reset **Advanced**



Advanced Student Search

Last Name:

First Name:

Student Number:

SSN:

Grade:

Birthdate: month/day/year

Gender:

Search Reset Cancel

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Collection Files

DN – Organization General Information (Calendar)

DL – Grade Schedule



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DN – Organization General Information

EMIS Change 27-79

This change adds an attribute to the Organization General Information (DN) Record. The new attribute is meant to assist districts that have staggered start dates for their kindergarten students.

Day-Based Attributes

C_KGSTGSTR is used to report the nonattendance days at the beginning of the year for kindergarten students on a staggered start calendar.

Valid Options

Attribute Number: 0000000000

Attribute Date: CCYYMMDD of one of the days of planned nonattendance at the start of a KG calendar; can be used for up to 3 days per KG calendar

Reporting Instructions. Ohio revised code allows each calendar for kindergarten students to include up to 3 days at the start of the year in the minimum required calendar calculations for implementing a staggered start.

Districts submit one C_KGSTGSTR record for every day a specific group of kindergarten students will not be in attendance on or after the first day of school as defined on the Grade Schedule (DL) Record. This attribute can be reported starting on the first day of school and for up to the first 3 days of school the group of students in the attendance pattern group do not attend on the days reported.

In general, the first day of school as defined on the Grade Schedule (DL) Record should be the same for all staggered start groups in a district, as this start date is the date used to calculate the age of the student for kindergarten enrollment. Different KG attendance pattern groups will have the C_KGSTGSTR attribute reported on different days based on when that group of students attends for their first day.



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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. The calendar group attributes are required to be reported for all city, local, and exempted village school districts, community schools, STEM districts, educational service centers (ESCs), and joint vocational school districts (JVSDs) that educate students.

For the Calendar Group, report grade level and attendance pattern as follows:

****** if it applies to all students in the organization IRN (DN050)

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

A specific group (GLAP) cannot be used for students in more than one grade. If there is a group in a building that has students from more than one grade, each of those grades must have its own calendar.

Creating Day Events

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

Please refer to the DN Section of the EMIS Manual for a full list of DN Calendar Attributes that should be reported when applicable in your district.

Core Attribute/Dictionary ☆

- ▶ DataCertificationType
- ▶ DataCertificationTypeMember
- ▶ DataExtractUtility
- ▼ **Day**

Type (42 Entries)

Type - Attribute Dictionary Detail

Type - Attribute Dictionary Detail						
Code (Required)	Name (Required)	Sequence	Value ↑	Standard Code	Active	
<input type="text"/>	<input type="text"/>					
BL	Blizzard Bag Day	5	C_DBLZZARD		true	Edit Delete
CA	Calamity Day	5	C_DCMTYTKN		true	Edit Delete
DO	Closed-Excluding Weather	5	C_DNOTPLAN		true	Edit Delete
SB	Spring Break	0	C_DPLANNED		true	Edit Delete
PLA	Student Planned Day Off	0	C_DPLANNED		true	Edit Delete
WI	Winter Break	0	C_DPLANNED		true	Edit Delete
	Holiday-Other	5	C_DPLANNED		true	Edit Delete

Type Dictionary Detail	
	Code
X	BB
X	Calamty-Weather
X	CH
X	CM
X	Corona Virus Da
X	EXT
X	IS-Staff
X	IS-Student
X	KG Stag 1 Day 2

CODE

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

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

NAME

Description of the code

Value
C_DBLZZARD
C_DCMTYTKN
C_DPLANNED
C_DCMTYTKN
C_DCMTYTKN
C_HRSLNGTH
C_PRFLMEET
C_DPLANNED
C_DPLANNEDKGK1

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

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	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
21	22	23	24	25	26	27
28	29	30				

Event on this Day

Day Detail

Date: 09/01/2025 Day #: 18

Period Schedule: Daily

School Day ☐ Instruction ☐ Attendance ☐

Start Time: End Time: Duration: 0

Comments:

Day Events

Type: OH: Holiday - Other

Duration Inst. Minutes

Add DayEvent

Select the day of the event

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

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

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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

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: 09/01/2025 Day #: 18

Period Schedule: Daily

School Day ☐ Instruction ☐ Attendance ☐

Start Time: End Time: Duration: 0

Comments:

Day Events

Type: OH: Holiday - Other

Duration Inst. Minutes

Add DayEvent

**Duration is never entered here for OH reporting districts

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.

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Calendar Group, Teachers

Attribute Name	Attribute Text	Attribute Number	Attribute Date
C_PRFLMEET	** or GL** or GLAP	Professional meeting hours this day	CCYYMMDD
C_PTCONFRC	** or GL** or GLAP	Parent-teacher conference hours this day	CCYYMMDD

C_PRFLMEET is used to report both full and partial day professional meetings for teachers. All EMIS-reporting entities are required to report this attribute. For professional meetings that occur between the first and last days of school, only include hours when school will not be in session. This includes hours for meetings held when students are released early or arrive late, after school hours, and on days when students are scheduled off (whether they are off for the meeting or another reason, such as a holiday or weekend). Include professional meeting time that occurs before the first day of the school year for students or after the last day of the school year for students if staff members are required to be in attendance.

C_PTCONFRC is used to report both full and partial day parent-teacher conferences. All EMIS reporting entities are required to report this attribute. For parent teacher conferences that occur between the first and last days of school, only include hours when school will not be in session. This includes hours for meetings held when students are released early or arrive late, after school hours, and on days when students are scheduled off (whether they are off for the meeting or another reason, such as a holiday or weekend).



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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

Currently a shortened day is not reporting hours with the start and end times. The temporary work around is to add the Student Attendance time in minutes in the Instructional Minutes box



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Reporting a Teacher Day when the student day is planned off or planned shortened day – you MUST report both the Student day (first in order on the day event) and the Staff Day that will include the Duration in minutes that should not exceed the total length of the student day being missed. (reported the same with C_PTCONFRC or C_PRFLMEET

Parent/Teacher Conference Day – students off full day example

The screenshot shows the 'Day Detail' section with Date 10/23/2026, Day # 47, and Period Schedule Day-5. The 'School Day' checkbox is unchecked. The 'Day Events' table below shows two entries: 'PLA: Student Planned Day Off' and 'PT: Parent-Teacher Conference' with a duration of 240 minutes.

Type	Duration	Inst. Minutes
PLA: Student Planned Day Off		
PT: Parent-Teacher Conference	240	

Parent/Teacher Conference Day – students off partial day example

The screenshot shows the 'Day Detail' section with Date 10/23/2026, Day # 47, and Period Schedule Day-1. The 'School Day' checkbox is checked, and 'Start Time' is 8:00 AM and 'End Time' is 12:00 PM. The 'Day Events' table below shows two entries: 'PL: Shortened Day-Planned' and 'PT: Parent-Teacher Conference' with a duration of 240 minutes.

Type	Duration	Inst. Minutes
PL: Shortened Day-Planned		
PT: Parent-Teacher Conference	240	

Currently a shortened day is not reporting hours with the start and end times. The temporary work around is to add the Student Attendance time in minutes in the Instructional Minutes box

DL – Grade Schedule Record

Attendance Pattern Element

Building IRN Element

District IRN Element

First Day of School Element

Grade Code Element

Hours Per Day Element

Last Day of School Element

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>Definition>Attendance Pattern

Core Attribute/Dictionary ☆

- ▶ DataCertificationTypeMember
- ▶ DataExtractUtility
- ▶ Day
- ▼ Definition
 - Attendance Pattern (17 Entries)**

Attendance Pattern - Attribute Dictionary Detail						
<div>Add new</div>						
Code (Required)	Name (Required)	Sequence	Value	Standard Code	Active	
<input type="text"/>	<input type="text"/>	<input type="text"/>				
**	Default	0			true	<div>EditDelete</div>
K1	KG Day 1	0			true	<div>EditDelete</div>
K2	KG Day 2	0			true	<div>EditDelete</div>

Attendance Pattern on Grade Level

Scheduling & Courses>Calendar Setup>Grade Level Setup

Grade Level Setup ☆

New Save Dele

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

Enrollments ☆

Abegg, Dylan V

Student #: 171900001 Grade: 12 DOB: 09/15/2006 Co

Medical Condition(s) Custody Restriction Peer Tutor NHS

2023 AND BEYOND Science Seal

Save Delete New Print Enrollment History New Enrollment History D

How Received IRN

Select a Value

How Received

*: Not Applicable

Legal District of Residence

Select a Value

County of Residence

District Percent of Time

100

Enrollment Multiplier

100

State Equivalent Grade Level

: Not Applicable

Grade Next Year Override

Tuition Type

N: Non-tuition student

Attendance Pattern

FE: Full Day, Every Day
FO: Full Day, Every Other Day
HE: Half Day, Every Day
HO: Half Day, Every Other Day
AS: Alternative Schedule
NA: Not Applicable

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



Core Attribute/Dictionary ☆

▶ DataExtractUtility

▼ Day

▶ Definition

Type (42 Entries)

New KG Staggered Start Code will need entered on all Districts Day Type – Attribute Dictionary Detail Screen if using Kindergarten Staggered Start

Core Attribute/Dictionary ☆

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

Type - Attribute Dictionary Detail

Add new

Code (Required)	Name (Required)	Sequence	Value	Standard Code	Active	
<input type="text"/>	<input type="text"/>					
K1	K1 off	0	C_KGSTGSTRKGK1		true	<div>EditDelete</div>
K2	K2 off	0	C_KGSTGSTRKGK2		true	<div>EditDelete</div>



Example

- School starts on 8/20 for all students EXCEPT Kindergarten
- K1 and K2 Groups do not attend on 8/20 or 8/21
- K1 Group starts on 8/24
- K2 Group does not attend on 8/24
- K2 Group starts on 8/25
- K1 Group does not attend on 8/25
- All students/all grades attend on 8/26

August 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20 Day-4	21 Day-5	22
23	24 Day-1	25 Day-2	26 Day-3	27 Day-4	28 Day-5	29
30	31 Day-1					

Day Events for 8/20

Day Detail

Date08/20/2026Day #1

Period Schedule

Day-4

School Day

Start Time

End Time

Duration0

Attendance

Instruction

Comments

Day Events

Type

X

K1: K1 off

0

0

X

K2: K2 off

0

0

Add DayEvent

Day Events for 8/21

Day Detail

Date08/21/2026Day #2

Period Schedule

Day-5

School Day

Start Time

End Time

Duration0

Attendance

Instruction

Comments

Day Events

Type

X

K1: K1 off

0

0

X

K2: K2 off

0

0

Add DayEvent

Day Events for 8/24

Day Detail

Date08/24/2026Day #3

Period Schedule

Day-1

School Day

Start Time

End Time

Duration0

Attendance

Instruction

Comments

Day Events

Type

X

K2: K2 off

0

0

Add DayEvent

Day Events for 8/25

Day Detail

Date08/25/2026Day #4

Period Schedule

Day-2

School Day

Start Time

End Time

Duration0

Attendance

Instruction

Comments

Day Events

Type

X

K1: K1 off

0

0

Add DayEvent



Last Day of School

Scheduling & Courses>Calendar Setup>Day Setup

<< May 2027

- Last day – all students except grade 12 is 5/26
- Last day – Grade 12 is 5/21

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01
02	03 Day-1	04 Day-2	05 Day-3	06 Day-4	07 Day-5	08
09	10 Day-1	11 Day-2	12 Day-3	13 Day-4	14 Day-5	15
16	17 Day-1	18 Day-2	19 Day-3	20 Day-4	21 Day-5	22
23	24 Day-1	25 Day-2	26 Day-3	27	28	29
30	31					

Day Detail

Date: 05/26/2027 Day #: 200

*Period Schedule

Day-3

School Day ☒ Instruction ☒ Attendance ☒

Start Time End Time Duration 0

Comments

Day Events

Type	Duration	Inst. Minutes
Add DayEvent		

Day Detail

Date: 05/21/2027 Day #: 197

*Period Schedule

Day-5

School Day ☒ Instruction ☒ Attendance ☒

Start Time End Time Duration 0

Comments

Day Events

Type	Duration	Inst. Minutes
X SR: Senior Last Day	0	0
Add DayEvent		

Type - Attribute Dictionary Detail

Add new

Code (Required)	Name (Required)	Sequence	Value	Standard Code	Active
SR	Senior Last Day	1	C_LAST12**		true

Edit Delete

Attendance Pattern - Attribute Dictionary Detail

Add new

Code (Required)	Name (Required)	Sequence
**	Not Applicable default	0

The Code must be ** if you don't want to also add an attendance pattern to each grade 12 student

Grade Level Setup

New Save Delete

12: Grade 12

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

Exempt from Assignment

Standard Code (SIF code)

Exclude from SIF reporting

Exclude from Grade/Age Validation

External LMS Exclude

Exclude from Online Registration Calculations

Spring Math Test Date

Attendance Pattern

X: ** Default

- Entering a Senior Last day different that the District Last Day
- Set up ** - Default (Not Applicable) attendance pattern
 - Add ** Attendance Pattern to Grade Level
 - Create Last Day event in Calendar (C_LAST12**)
 - You can also do this with an actual grade 12 Attendance Pattern, but you will need to add that attendance pattern to each grade 12 student if you choose that option.

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

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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 Date
- 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

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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 Numb	Mont	Sund	Monday	Tuesday	Wednesday	Thursday	Friday	Saturd	Student Session Days	Student Session Hours	Student YTD Da	Student YTD Hours
045000-000123-01-**-01	01	24-Jul											
045000-000123-01-**-02	02			01	02	03	04	05	06				
045000-000123-01-**-03	03		07	08	09	10	11	12	13				
045000-000123-01-**-04	04		14	15	16	17	18	19	20				
045000-000123-01-**-05	05		21	22	23	24	25	26	27				
045000-000123-01-**-06	06		28	29	30	31							
045000-000123-01-**-07	07	24-Aug											
045000-000123-01-**-08	08						01	02	03				
045000-000123-01-**-09	09		04	05	06	07	08	09	10				
045000-000123-01-**-10	10		11	12	13	14	15	16	17				
045000-000123-01-**-11	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	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

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												
045000-000123-01-**-	64		04	05 - 6.17	06 - 6.17	07 - 6.17	08 - 6.17	09 - 6.17	03	2	12.34	148	900.48
045000-000123-01-**-	65		11	12 - 6.17	13 - 6.17	14 - 6.17	15 - 6.17	16 - 6.17	10	5	30.85	153	931.33
045000-000123-01-**-	66		18	19 - 6.17	20 - 6.17	21 - 6.17	22 - 6.17	23 - 4.17 (PHS)	17	5	30.85	158	962.18
045000-000123-01-**-	67		25	26 - 0.00 (PDO)	27 - 6.17	28 - 6.17	29	30	24	5	28.85	163	991.03
045000-000123-01-**-	68	25-Jun							31	2	12.34	165	1003.37
045000-000123-01-**-	69		01	02	03	04	05	06					
045000-000123-01-**-	70		08	09	10	11	12	13	07				
045000-000123-01-**-	71		15	16	17	18	19	20	14				
045000-000123-01-**-	72		22	23	24	25	26	27	21				
045000-000123-01-**-	73		29	30					28				
045000-000123-01-**-	74												
045000-000123-01-**-	75												
Parent-Teacher Conf. Hours										14.00			
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

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Dropout Prevention & Recovery Schools

Assessment Checks

Calendar Checks

Prof Meet/PT Conf < Max

Student / Calendar Mismatch

Students on Calendar Under State Min



Questions?



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