FY27 Final Calendar Collection

(10/1/2026 – 7/21/2027)

October 14, 2026 - Cathy Edwards

Collection Files (C) Calendar Data Set

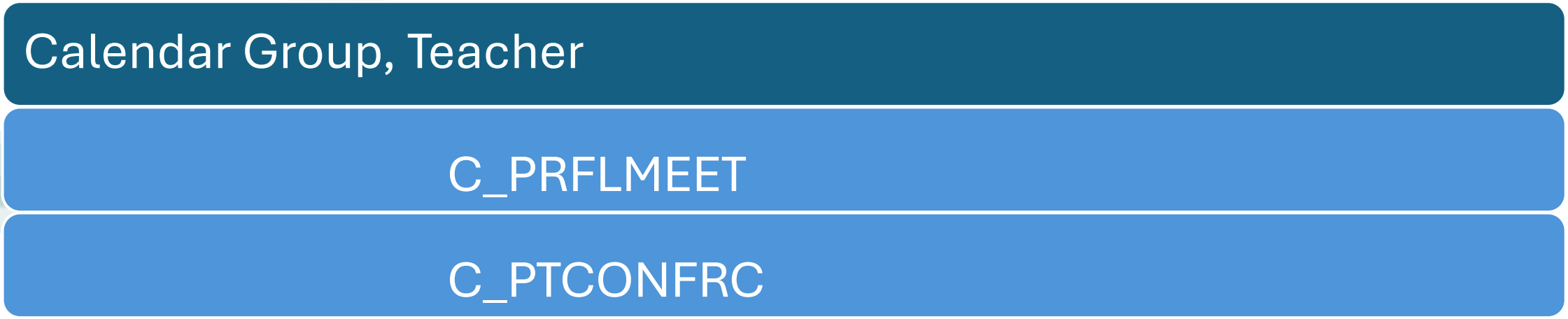
DN – Organization General Information (Calendar)

DL – Grade Schedule

Level 1 Reports Included:

- Calendar Display Report
- Counts of DN Records Excluded
- Excluded Records
- Missing Report – Organization Attribute (DN)

DN – Organization General Information



When using either attribute from the *Calendar Group, Teacher*, also use the appropriate attribute from *Calendar Group, Student*.

The *Calendar Group, Teacher* attributes require a Duration to be entered with the Day Event.

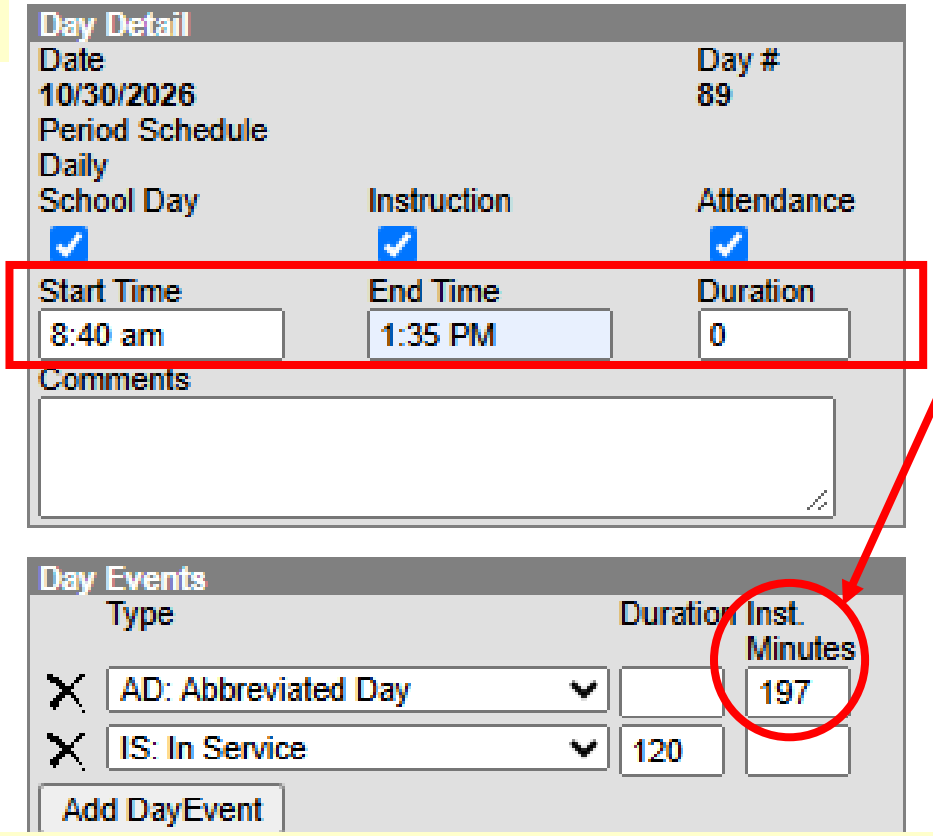
Entering Day Events in Infinite Campus

Scheduling & Courses>Calendar Setup>Day Setup

Example Day Set up for Early Dismissal and Staff Professional Development

The regular Student Day is from 8:40 AM until 3:35 PM - The district is dismissing students 2 hours early to have a Staff Professional Development Day.

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

This day event will show on the Calendar Display Report with the reduced student minutes in hours on the day and the In-Services Hours will be in a lump sum at the end of each calendar as Prof Development Hours.

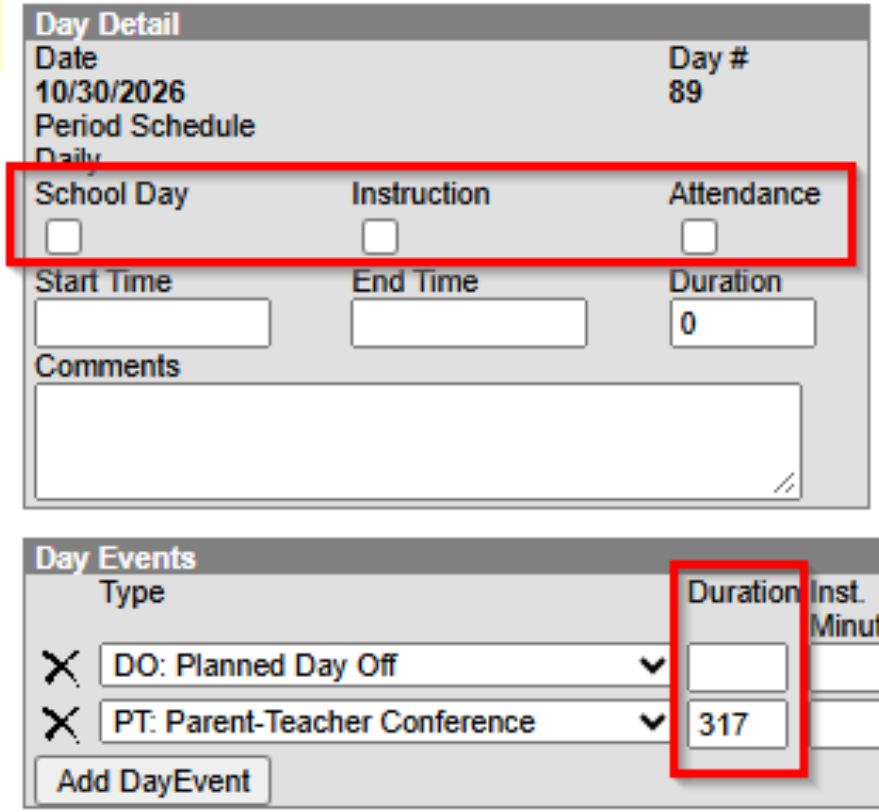
Entering Day Events in Infinite Campus

Scheduling & Courses>Calendar Setup>Day Setup

Example Day Set up for Planned Day off for Students and Parent Teacher Conferences

The regular Student Day is from 8:40 AM until 3:35 PM – Students are not in session on this day, and Teachers will be available for conferences with Parents for the full normal length of the school day.

1. School Day, Instruction and Attendance will not be checked (students will not be in attendance)
2. Enter the Student exception Day – FIRST (tied to a planned day off)
3. Enter the Staff Day second and include the Duration in minutes



This day event will show on the Calendar Display Report with 0.00 (PDO) student hours on the day and the conference hours will be in a lump sum at the end of each calendar as Parent-Teacher Conf Hours.

DN – Organization General Information

Calendar Group, Student	
C_DCMTYTKN	C_HSHRTNOP
C_DPLANNED	C_KGSTGSTR
C_DNOTPLAN	
C_DBLZZARD	
C_HSHRTWEA	
C_HSHRTPLN	

DN – Organization General Information

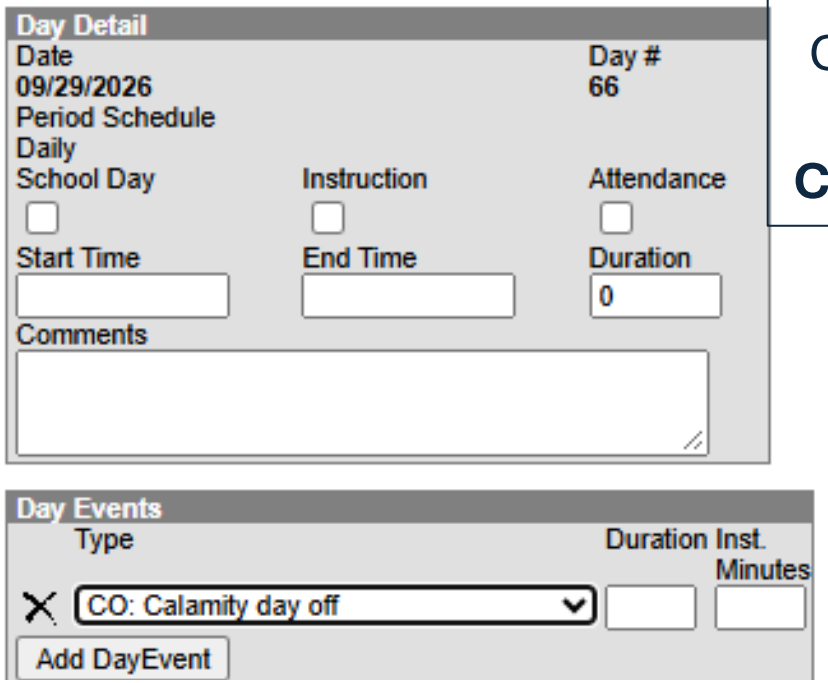
C_DCMTYTKN	Full day taken for calamity situations on specified date
C_DPLANNED	Full planned day when group is not in session; these days will include holidays, breaks, professional days, and parent-teacher conference days
C_DNOTPLAN	Full unplanned day when group was expected to be in session but was not, excluding calamity days
C_DBLZZARD	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 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 hours in Teacher Days code above
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

Entering Day Events in Infinite Campus

Scheduling & Courses>Calendar Setup>Day Setup

Example Day Set up for a Calamity Day Off **C_DCMTYTKN**

1. School Day, Instruction and Attendance will not be checked (students will not be in attendance)
2. Enter the Student exception Day – (tied to a Calamity Day)



Reporting Instructions. Include every day that the building was originally scheduled to be open for instruction but, due to unforeseen circumstances, had to be closed either all day or for more than 2 hours. These are days on which the school was closed for reason of disease epidemic, hazardous weather conditions, law enforcement emergencies, inoperability of school buses or other equipment necessary to the school's operation, damage to a school building, or other temporary circumstances due to utility failure rendering the school building unfit for school use. If the building has an unplanned closure for some other reason, that event should be submitted using the attribute name of **C_DNOTPLAN**.

This day event will show on the Calendar Display Report with 0.00 (UPDO) student hours on the date.

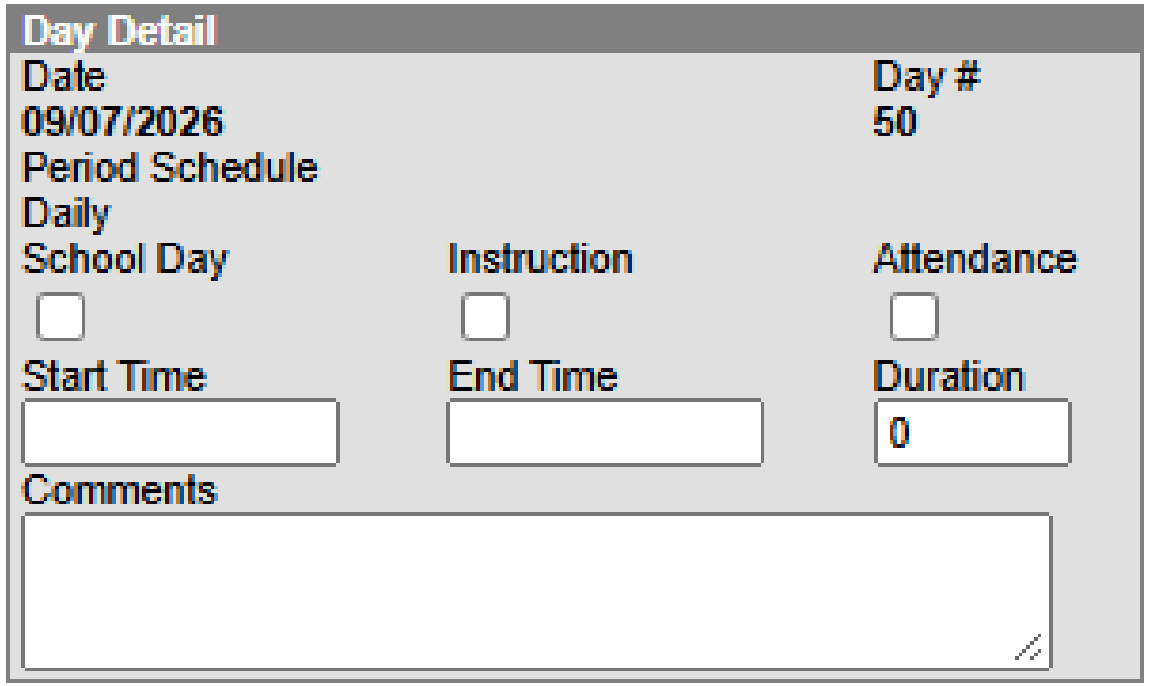
Entering Day Events in Infinite Campus

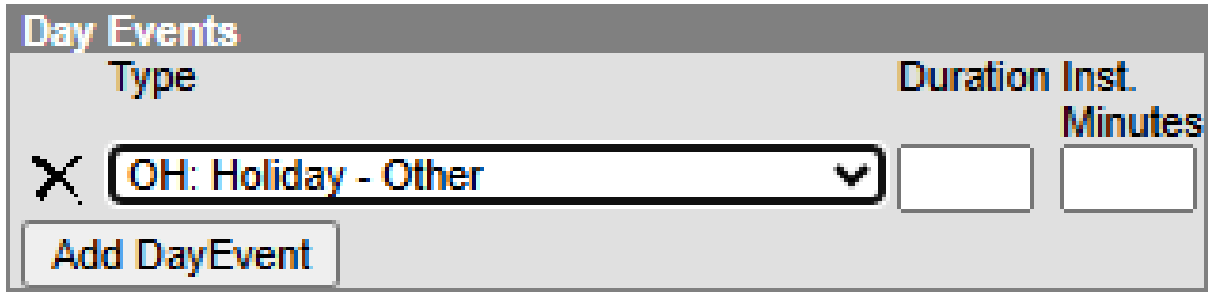
Scheduling & Courses>Calendar Setup>Day Setup

Example Day Set up for a Planned Day Off (Holiday or Other)

C DPLANNED

1. School Day, Instruction and Attendance will not be checked (students will not be in attendance)
2. Enter the Student exception Day – (tied to a Planned Day Off)





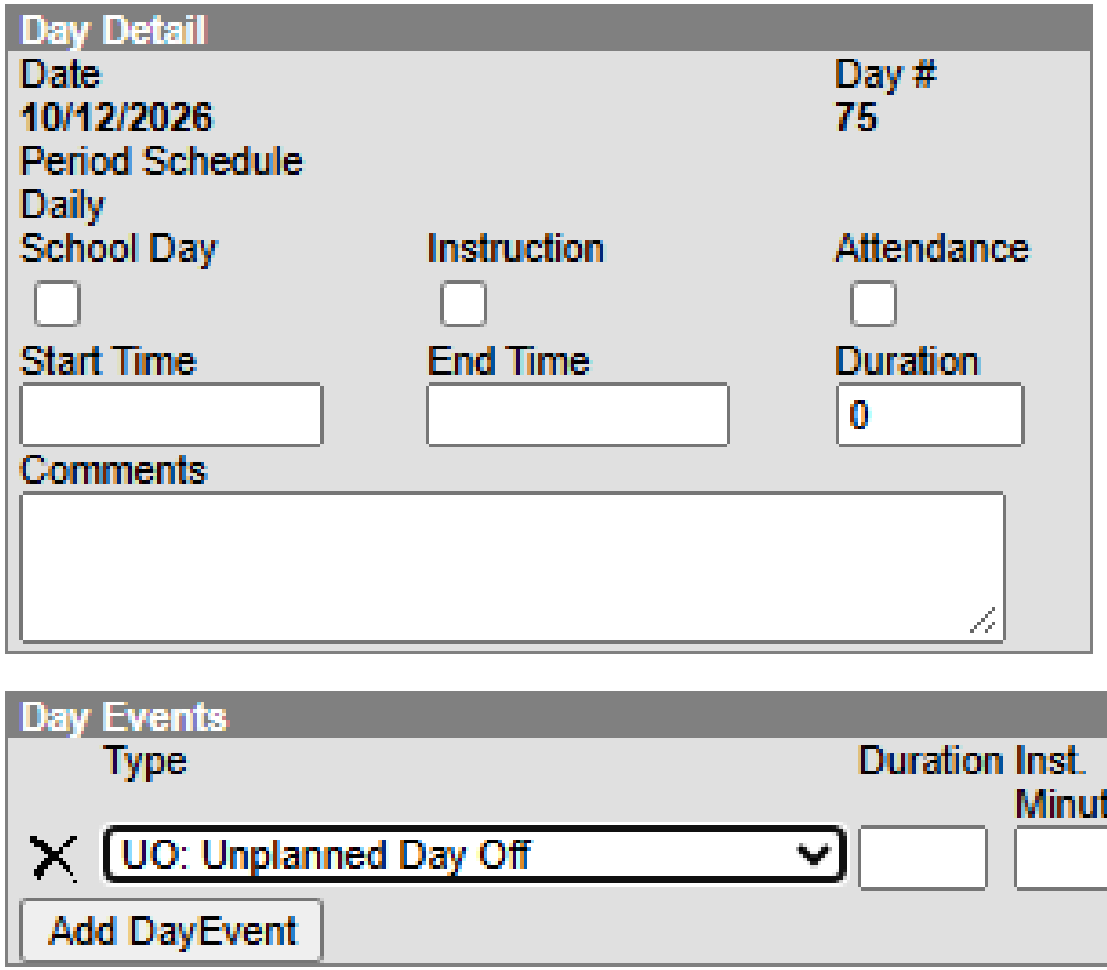
This day event will show on the Calendar Display Report with 0.00 (PDO) student hours on the date.

Entering Day Events in Infinite Campus

Scheduling & Courses>Calendar Setup>Day Setup

Example Day Set up for an Unplanned Day off **C_DNOTPLAN**

1. School Day, Instruction and Attendance will not be checked (students will not be in attendance)
2. Enter the Student exception Day – (tied to an Unplanned Day Off)



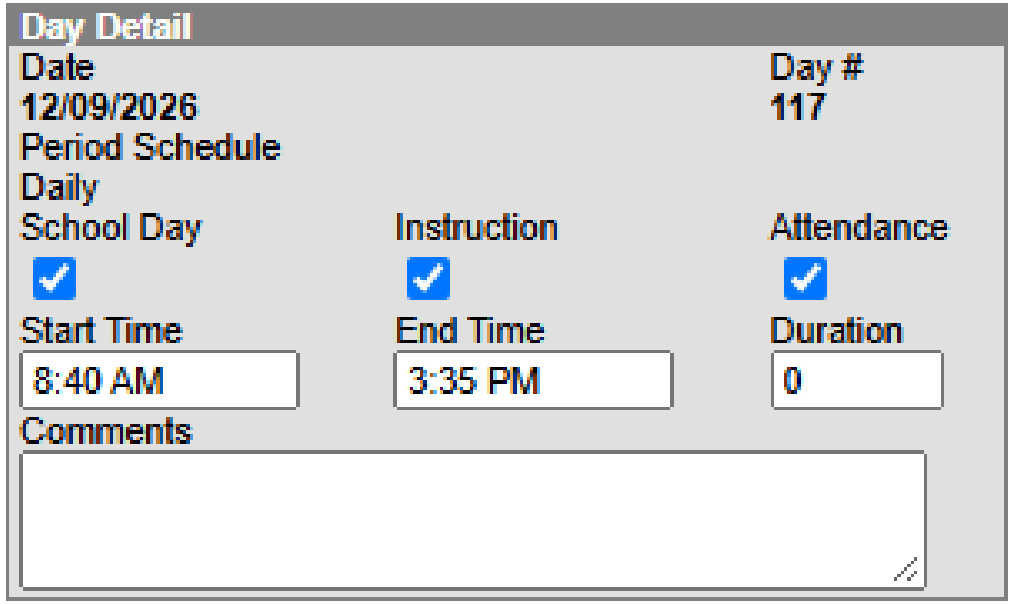
This day event will show on the Calendar Display Report with 0.00 (UPDO) student hours on the date.

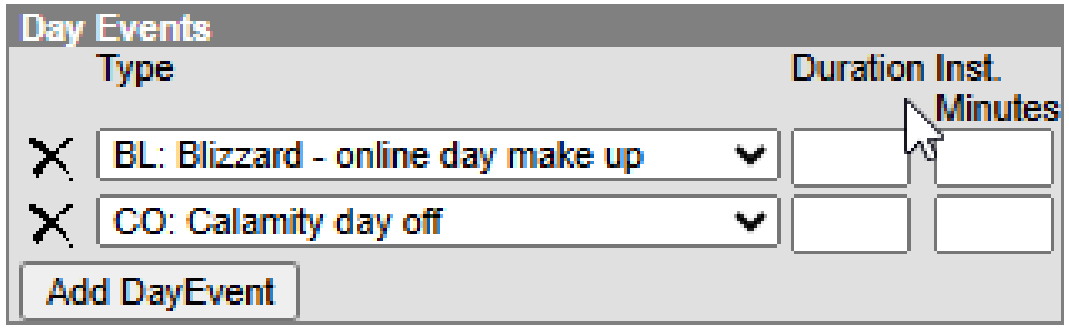
Entering Day Events in Infinite Campus

Scheduling & Courses>Calendar Setup>Day Setup

Example Day Set up for a Blizzard Online Learning Day
C_DBLZZARD

1. School Day, Instruction and Attendance will be checked
2. Start and End time for the day will be entered
3. Enter the Student exception Day – (tied to Blizzard Day) first
4. Also enter Day Event of Calamity Day second





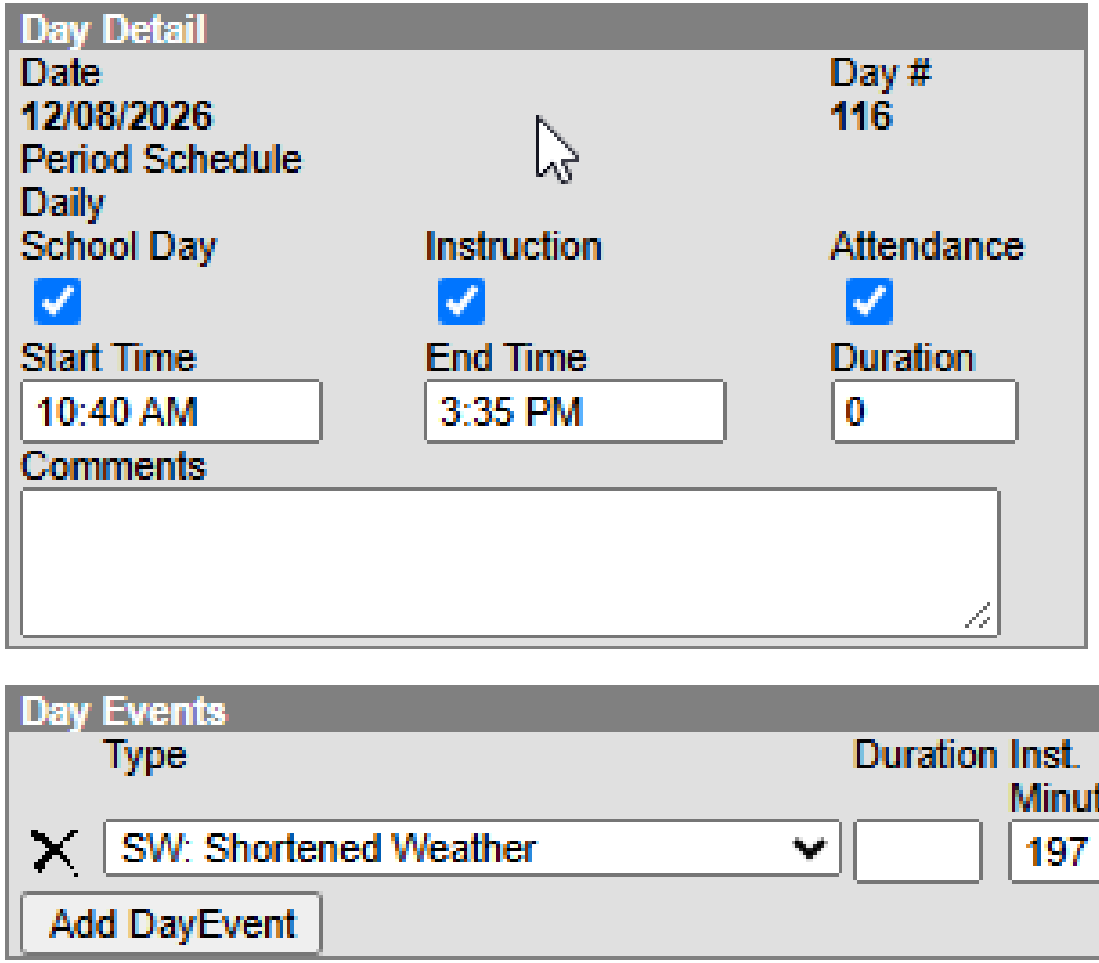
This day event will show on the Calendar Display Report with 5.17 student hours on the date.

Entering Day Events in Infinite Campus

Scheduling & Courses>Calendar Setup>Day Setup

Example Day Set up for a Shortened Day for Weather
C_HSHRTWEA

1. School Day, Instruction and Attendance will be checked (students are in session)
2. Start and End Time will be entered (using actual start and end time for the special day event)
3. A Day Event will be entered for the Hours Shortened for Weather and the Instructional Minutes for the abbreviated day will be entered



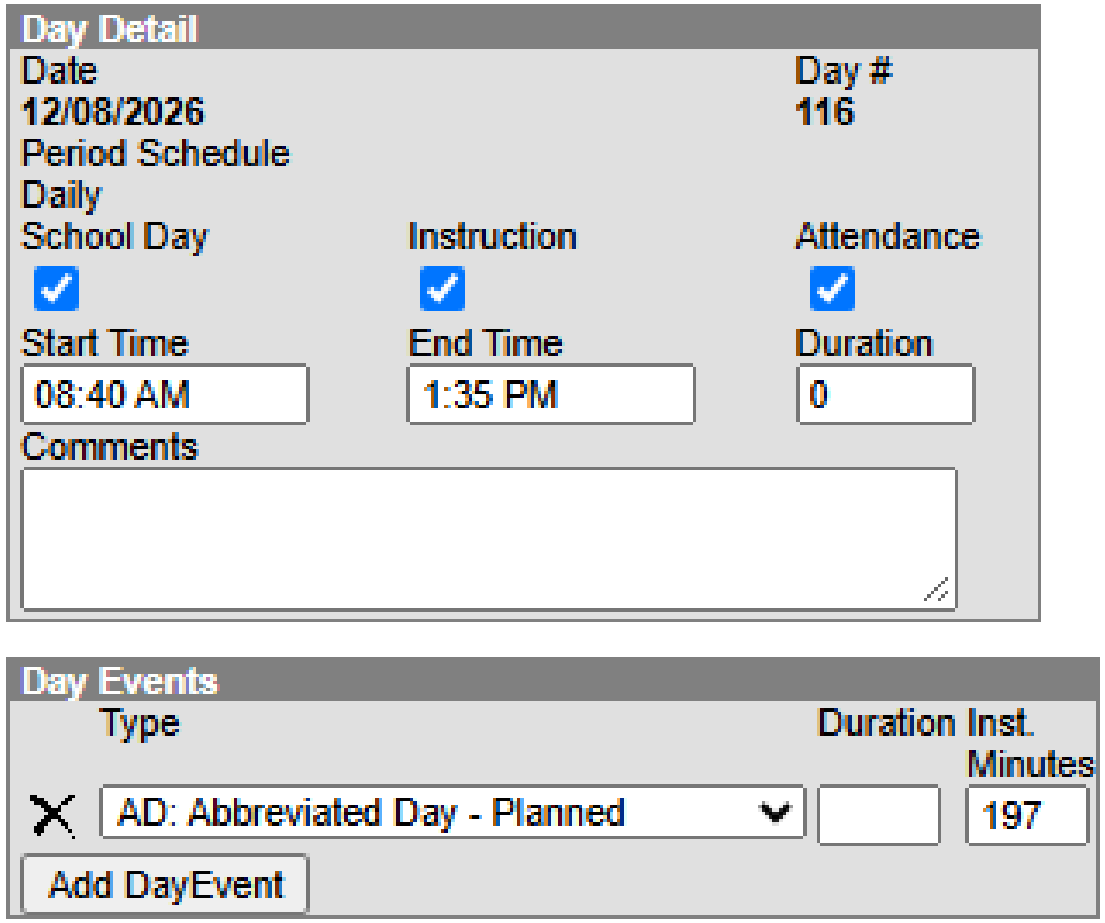
This day event will show on the Calendar Display Report with 3.17 (UPHS) student hours on the date.

Entering Day Events in Infinite Campus

Scheduling & Courses>Calendar Setup>Day Setup

Example Day Set up for a Planned Shortened Day
C_HSHRTPLN

1. School Day, Instruction and Attendance will be checked (students are in session)
2. Start and End Time will be entered (using actual start and end time for the special day event)
3. A Day Event will be entered for the Hours Shortened Weather and the Instructional Minutes for the abbreviated day will be entered



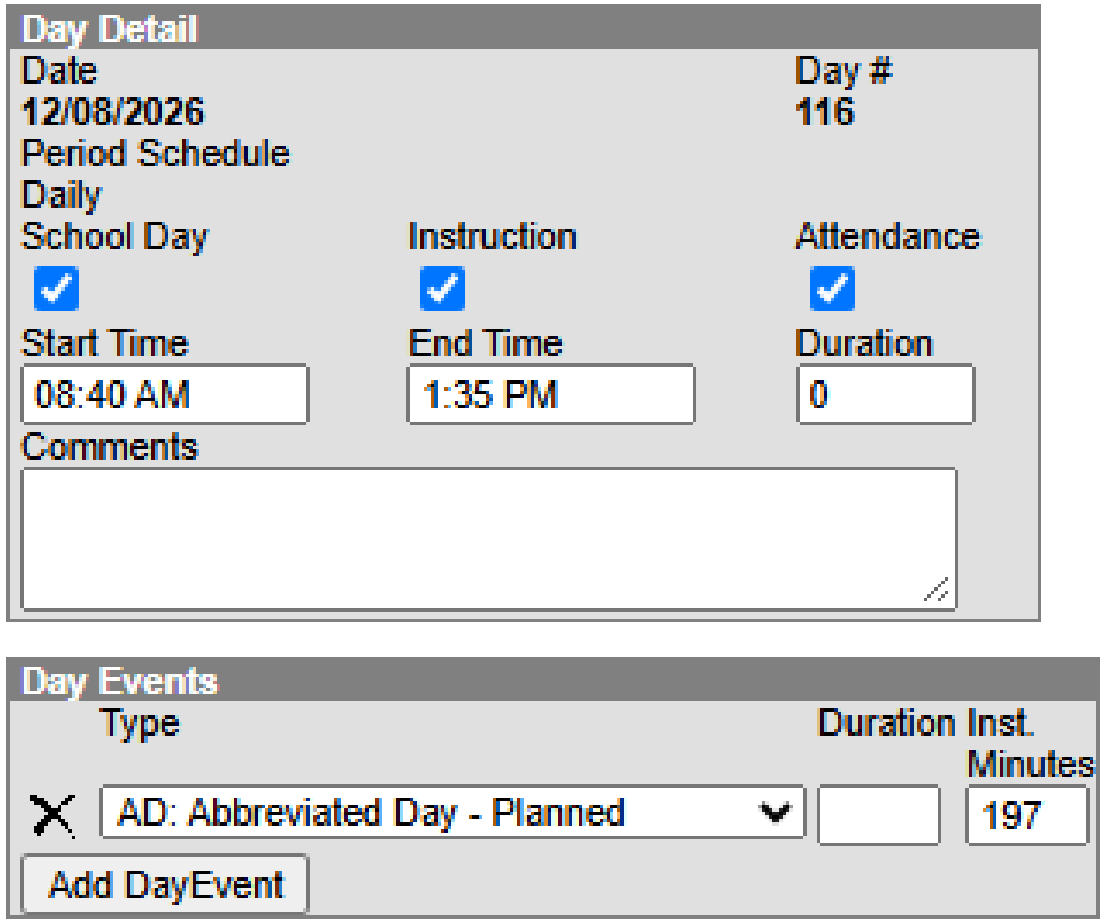
This day event will show on the Calendar Display Report with 3.17 (PHS) student hours on the date.

Entering Day Events in Infinite Campus

Scheduling & Courses>Calendar Setup>Day Setup

Example Day Set up for an Unplanned Shortened Day
C_HSHRTNOP

1. School Day, Instruction and Attendance will be checked (students are in session)
2. Start and End Time will be entered (using actual start and end time for the special day event)
3. A Day Event will be entered for the Hours Shortened Weather and the Instructional Minutes for the abbreviated day will be entered



This day event will show on the Calendar Display Report with 3.17 (UPHS) student hours on the date.

New Calendar Group, Student for FY27

C_KGSTGSTR	Kindergarten students in this staggered start attendance pattern group are not in session on the specified date

- Must be entered at the beginning of year for days students in grade KG are not in attendance
- Districts are limited to 3 Days
  - Additional days are to be reported as Planned Day Off

Student groups will need attendance patterns added to the Grade Level set up and to each KG student enrollment record.

Day Event must be created to match each attendance pattern.

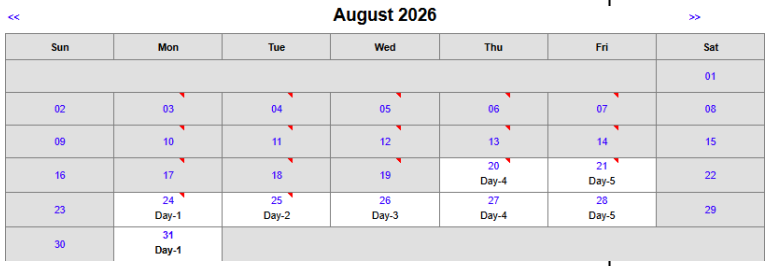
Example:

KGK1 will be entered as C_KGSTGSTRKGK1

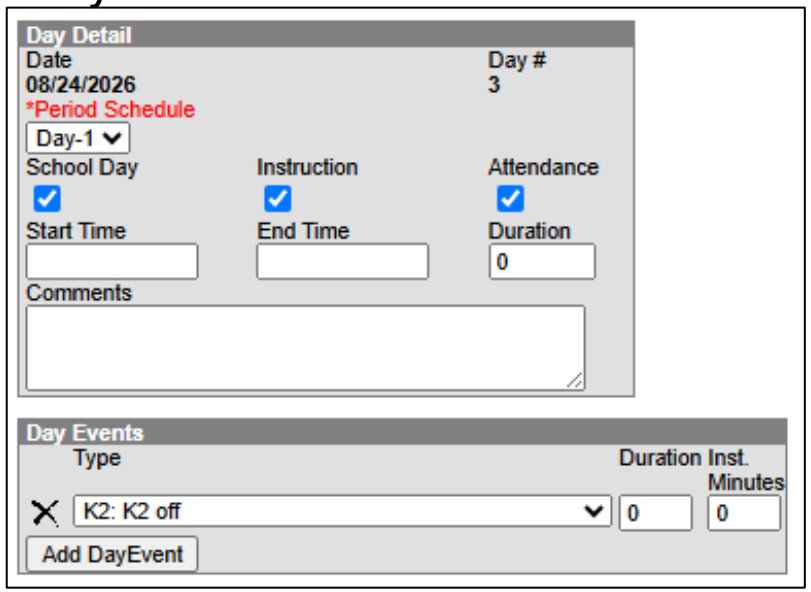
C_KGSTGSTR is the day event attribute name - KG is the grade level – K1 is the attendance pattern

Example

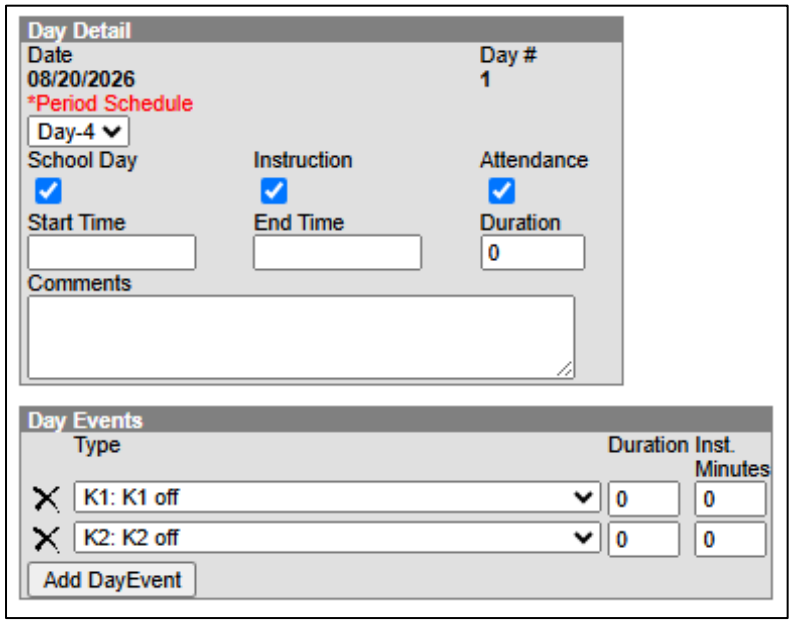
- School starts on 8/20 for all students EXCEPT Kindergarten
- K1 and K2 Groups do not attend on 8/20 or 8/21
- K1 Group starts on 8/24
- K2 Group does not attend on 8/24
- K2 Group starts on 8/25
- K1 Group does not attend on 8/25
- All students/all grades attend on 8/26



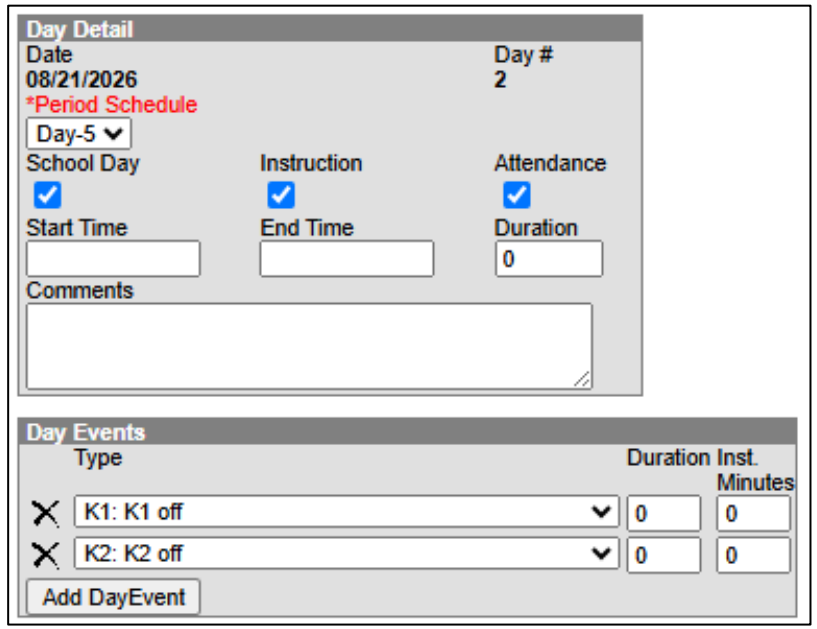
Day Events for 8/24



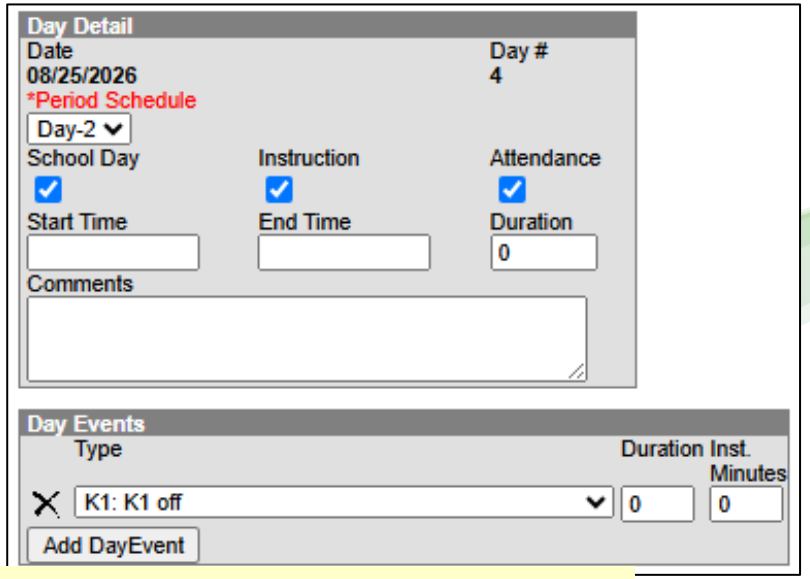
Day Events for 8/20



Day Events for 8/21



Day Events for 8/25



This day event will show on the Calendar Display Report with the normal student hours on the date.

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

DL – Grade Schedule Record

Building IRN	Grade Code	Attendance Pattern Code	First day of school	Last day of school	Hours Per Day	Record Is Valid
000001	03	**	8/20/2026	5/27/2027	6.17	Yes
000001	04	**	8/20/2026	5/27/2027	6.17	Yes
000001	05	**	8/20/2026	5/27/2027	6.17	Yes
000001	06	**	8/20/2026	5/27/2027	6.17	Yes
000002	07	**	8/20/2026	5/27/2027	6.25	Yes
000002	08	**	8/20/2026	5/27/2027	6.25	Yes
000002	09	**	8/20/2026	5/27/2027	6.25	Yes
000002	10	**	8/20/2026	5/27/2027	6.25	No
000002	11	**	8/24/2026	5/27/2027	6.25	No
000002	12	**	8/20/2026	5/21/2027	6.25	No
000003	01	**	8/25/2026	5/27/2027	6.17	No
000003	02	**	8/20/2026	5/27/2027	6.17	Yes
000003	KG	K1	8/20/2026	5/27/2027	6.17	Yes
000003	KG	K2	8/20/2026	5/27/2027	6.17	Yes
000003	KG	K3	8/20/2026	5/27/2027	6.17	Yes
000004	01	**	8/20/2026	5/27/2027	6.17	Yes
000004	02	**	8/20/2026	5/27/2027	6.17	Yes
000004	KG	K1	8/20/2026	5/27/2027	6.17	Yes
000004	KG	K2	8/20/2026	5/27/2027	6.17	Yes
000004	KG	K3	8/20/2026	5/27/2027	6.17	Yes

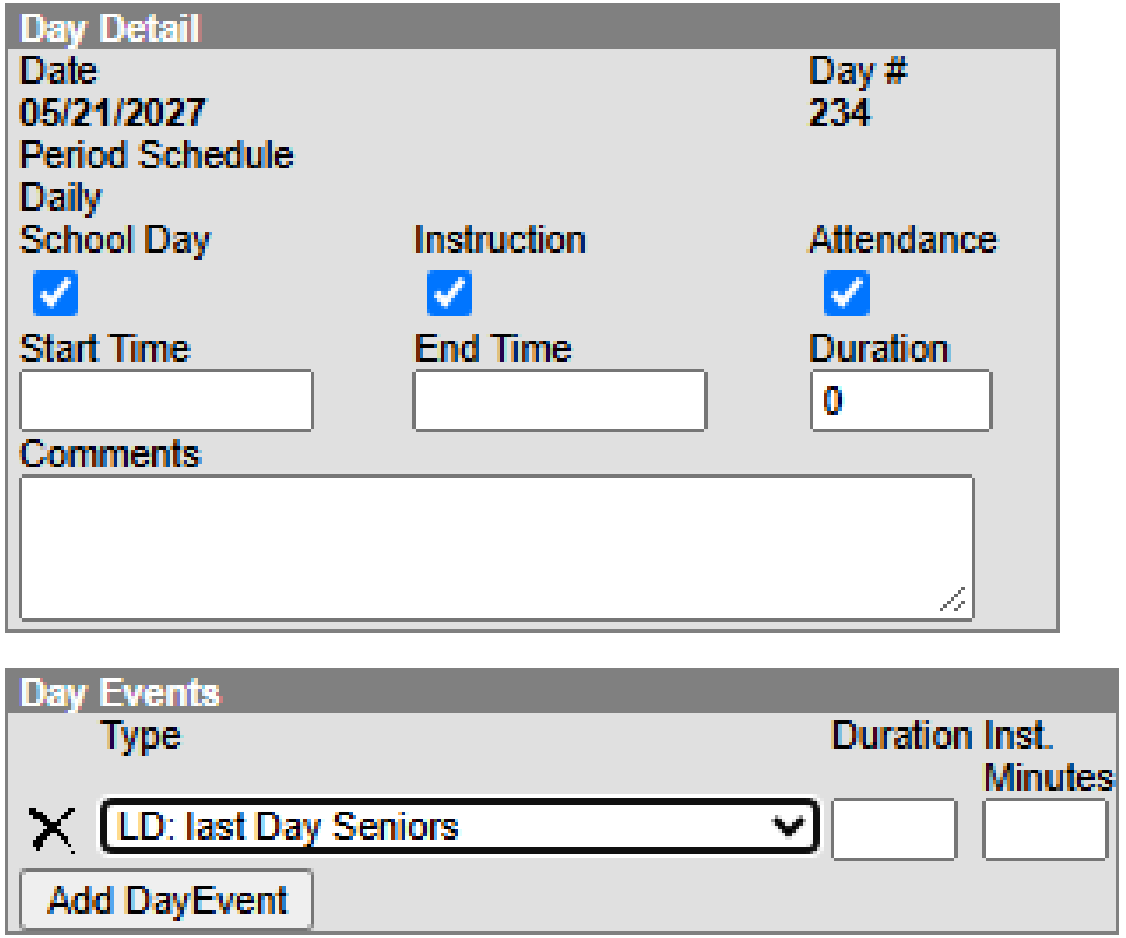
Entering Day Events in Infinite Campus

Scheduling & Courses>Calendar Setup>Day Setup

Example Day Set up for an Early End Date for Grade 12 **C_LAST** (Not an EMIS CODE)

1. School Day, Instruction and Attendance will be checked
2. A Day Event will be entered on the day that is the last day for grade 12 students to be in attendance

Not entering the C_LAST code for grade 12 and ending their enrollment record before the scheduled last day of school will result in a reduces FTE.



You should see the other scheduled school days in the Grade 12 Calendar Display with nothing listed for hours

Type - Attribute Dictionary Detail

Add new

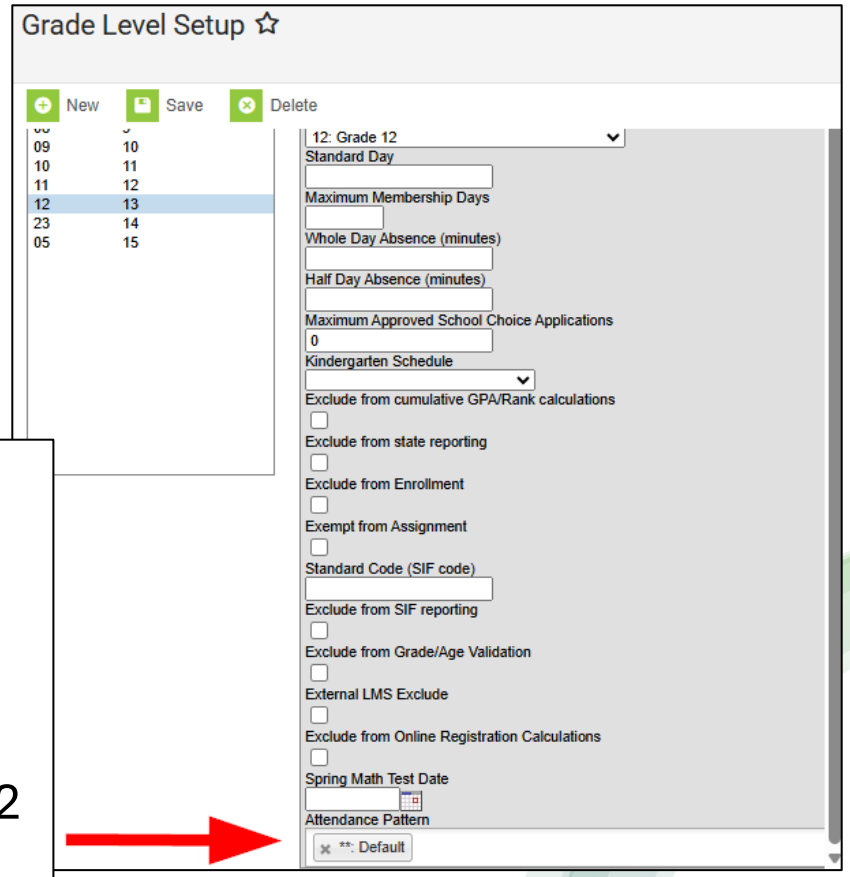
Code (Required)	Name (Required) ↓	Sequence	Value	Standard Code	Active	
sr						
SR	Senior Last Day	1	C_LAST12**		true	Edit Delete

Attendance Pattern - Attribute Dictionary Deta

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



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.

Minimum Hours Required

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

- Half-day Kindergarten – 455 hours
- Full Day Kindergarten through grade 6 – 910 hours
- Grades 7-12 – 1,001 hours
- Students enrolled in traditional school district online schools – 910 hours

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 15 minutes each for students in grades kindergarten through 6.

Minimum Hours Required

Community School Requirements

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

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.

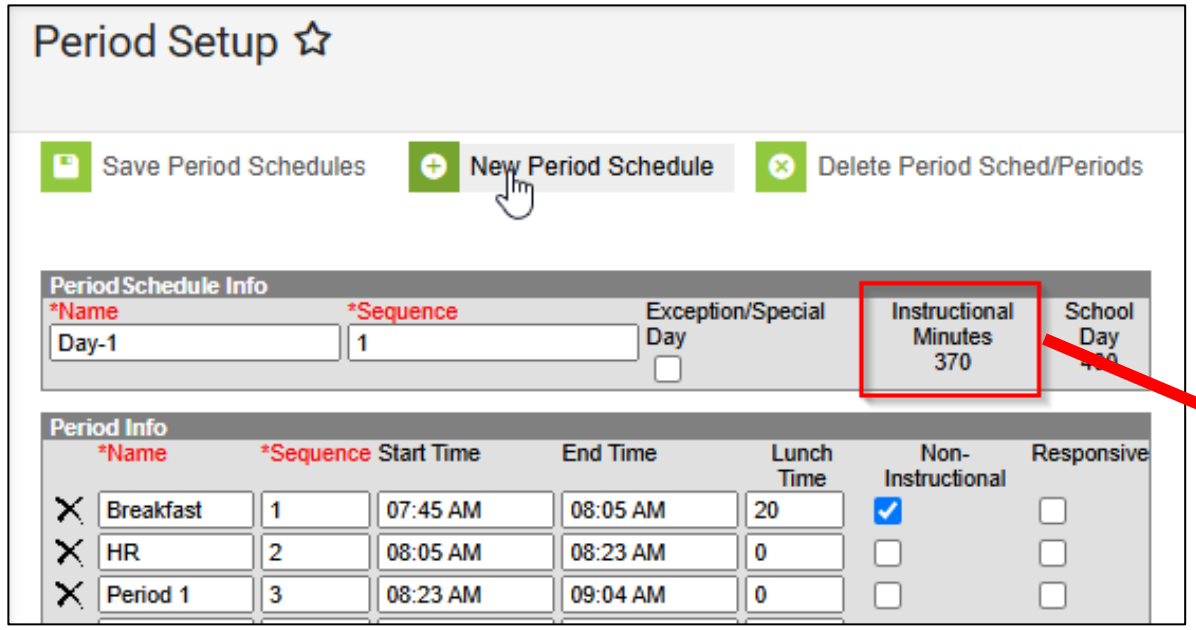
Calendar Reminders

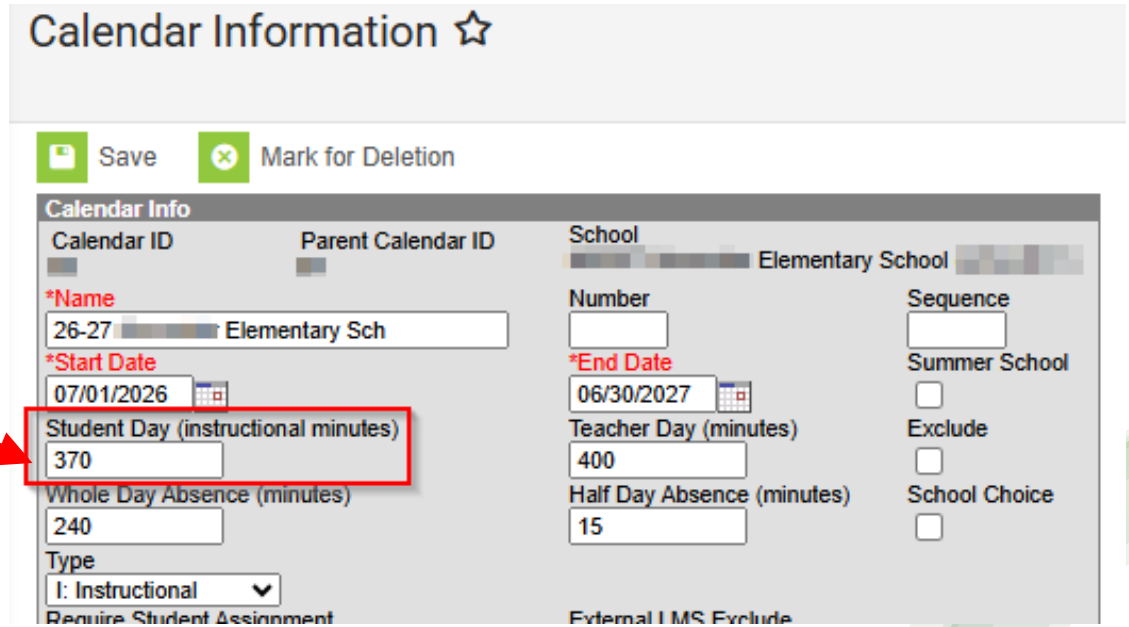
Instructional Minutes

Verify this matches

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.



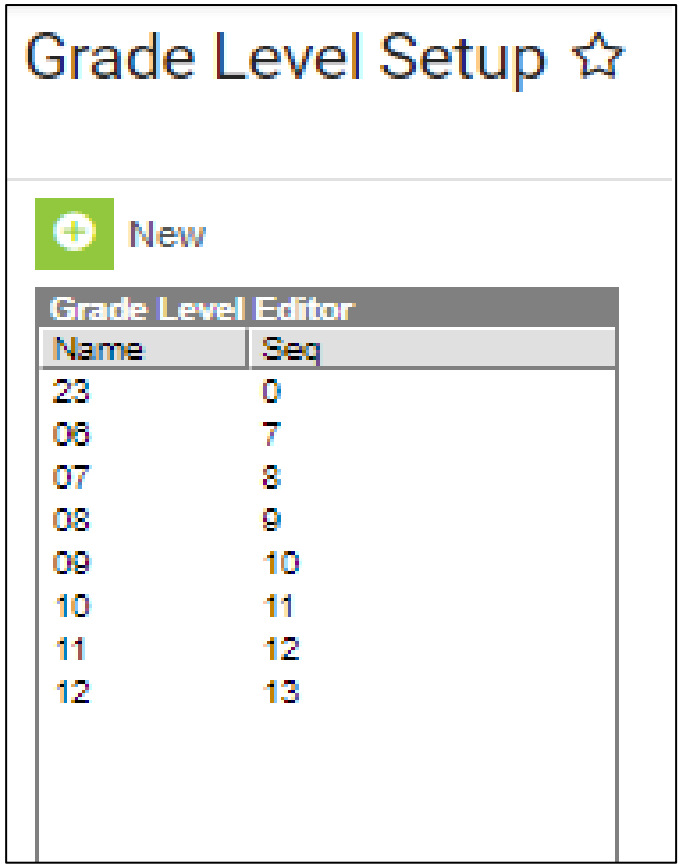


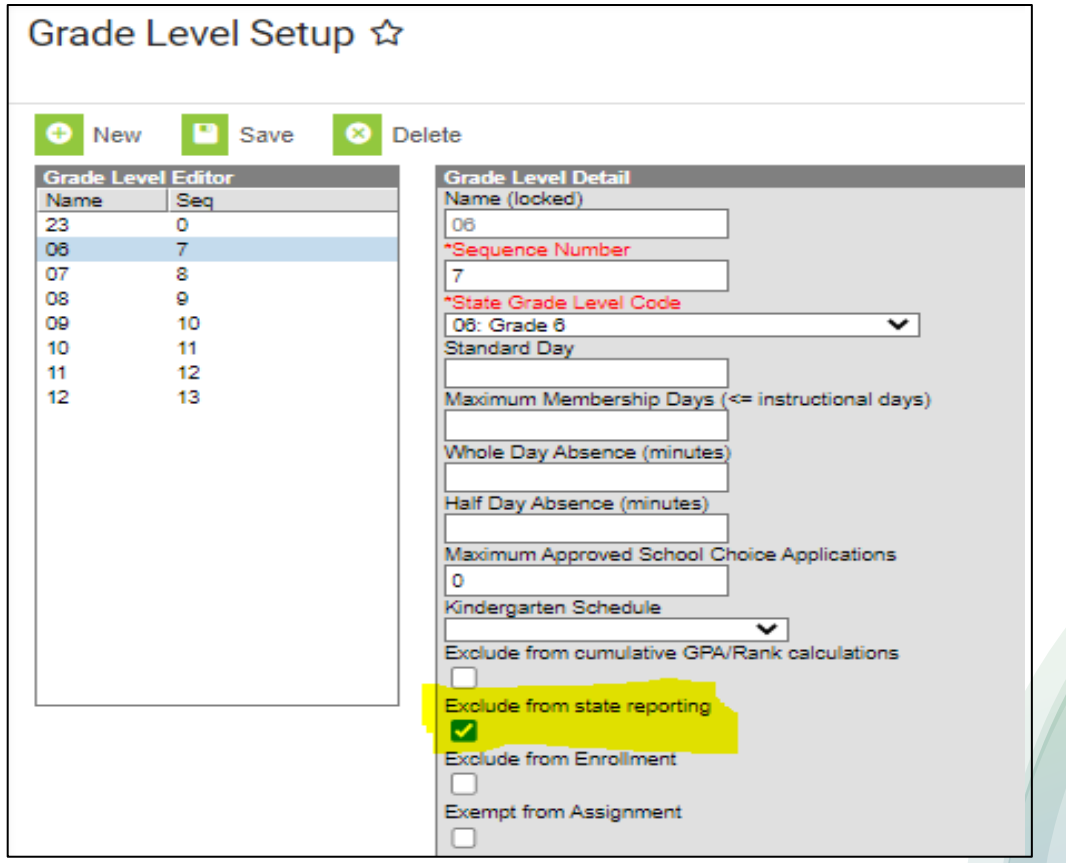
Calendar Grade Level Verification

Check and recheck this often

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.

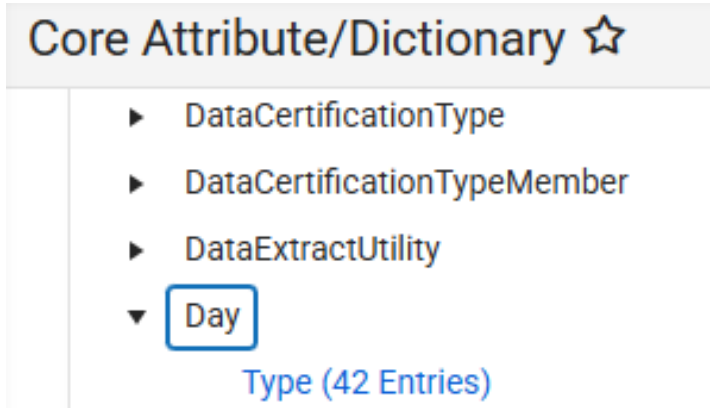




Creating Day Events

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.



Type - Attribute Dictionary Detail

Add new

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

CODE

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

NAME

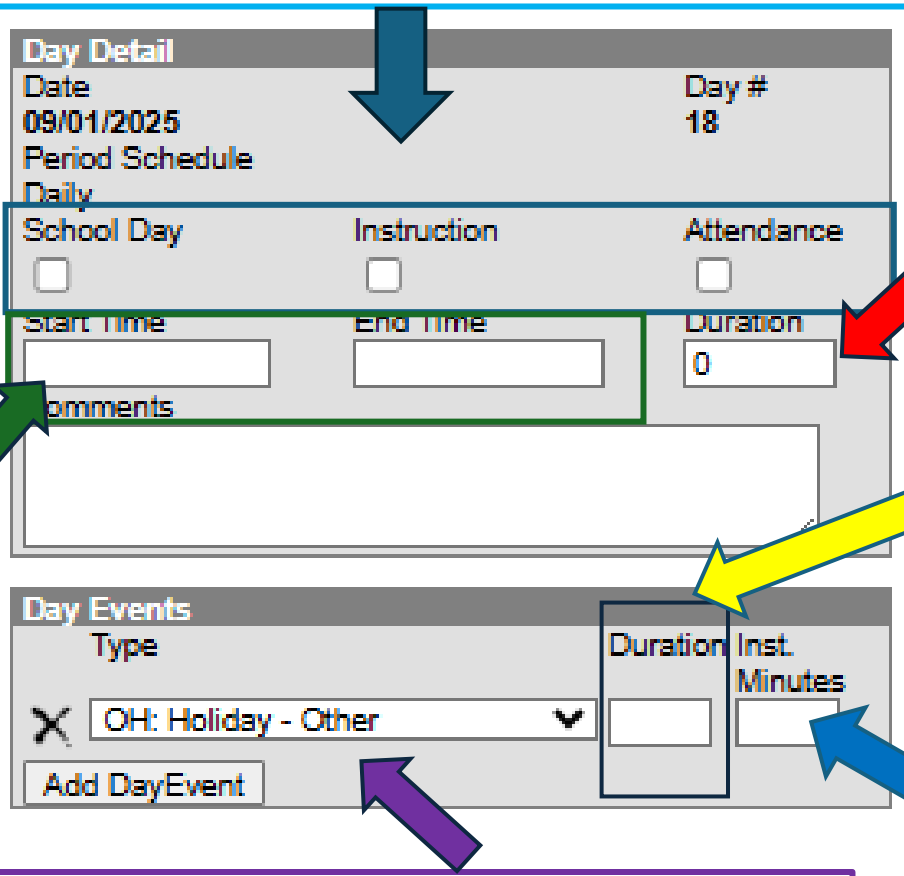
Description of the code

VALUE

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

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



**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

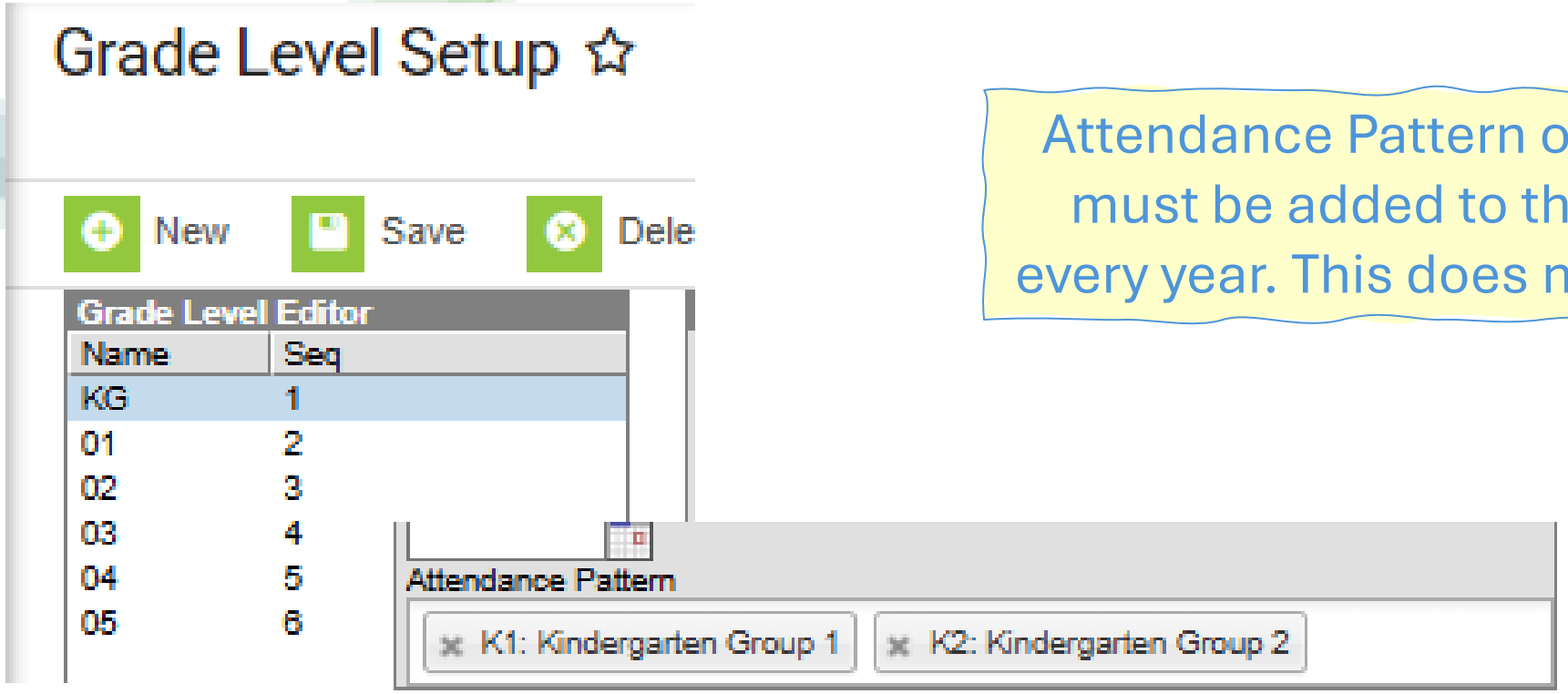
If entering an abbreviated day, in addition to entering the start and end times, you must enter the Instructional Minutes

When entering a Day Event – always enter the Student Day Event first and a Staff Day second.

30

Attendance Pattern on Grade Level

Scheduling & Courses>Calendar Setup>Grade Level Setup

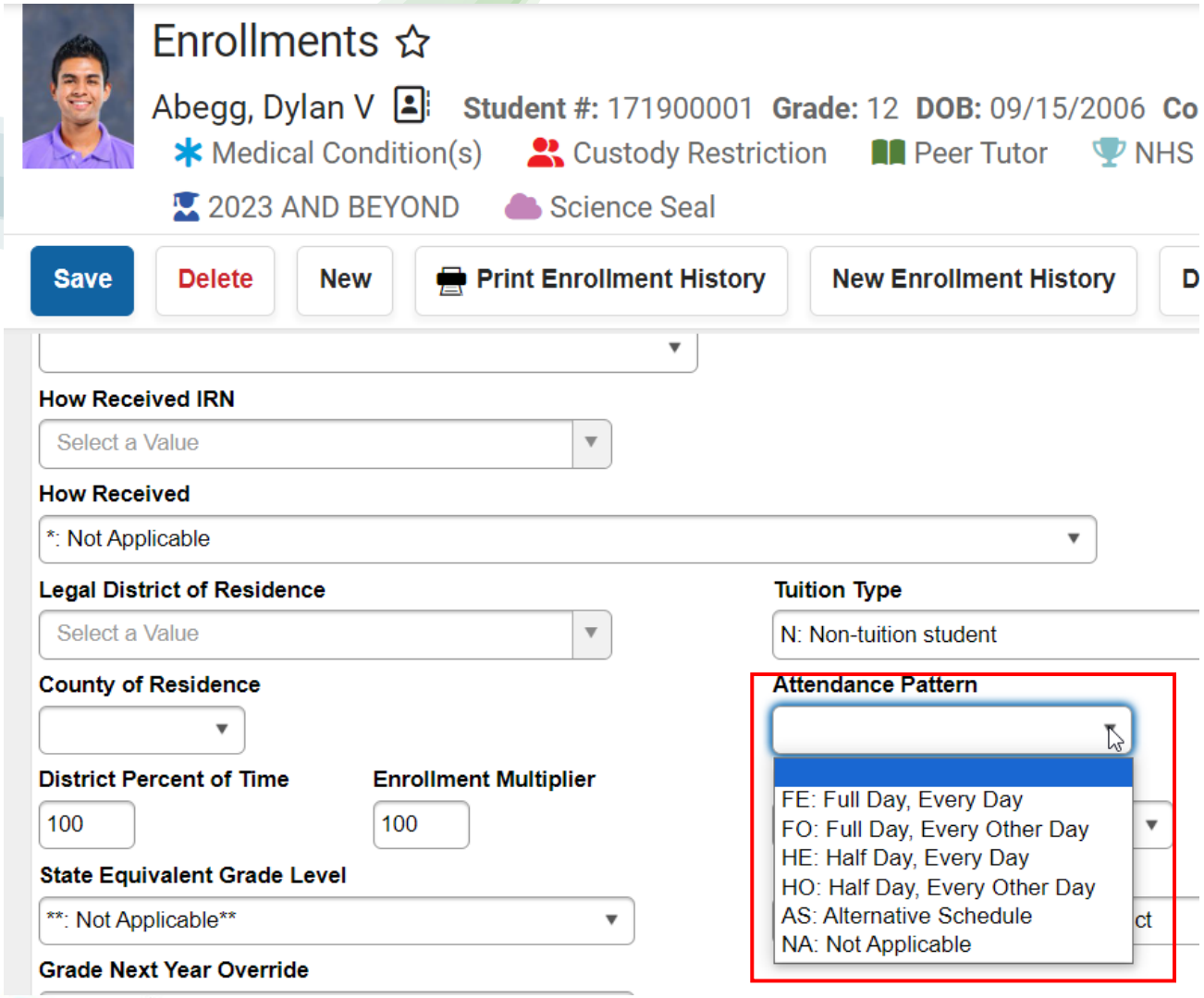


Attendance Pattern on Grade Level must be added to the grade level every year. This does not roll forward.

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

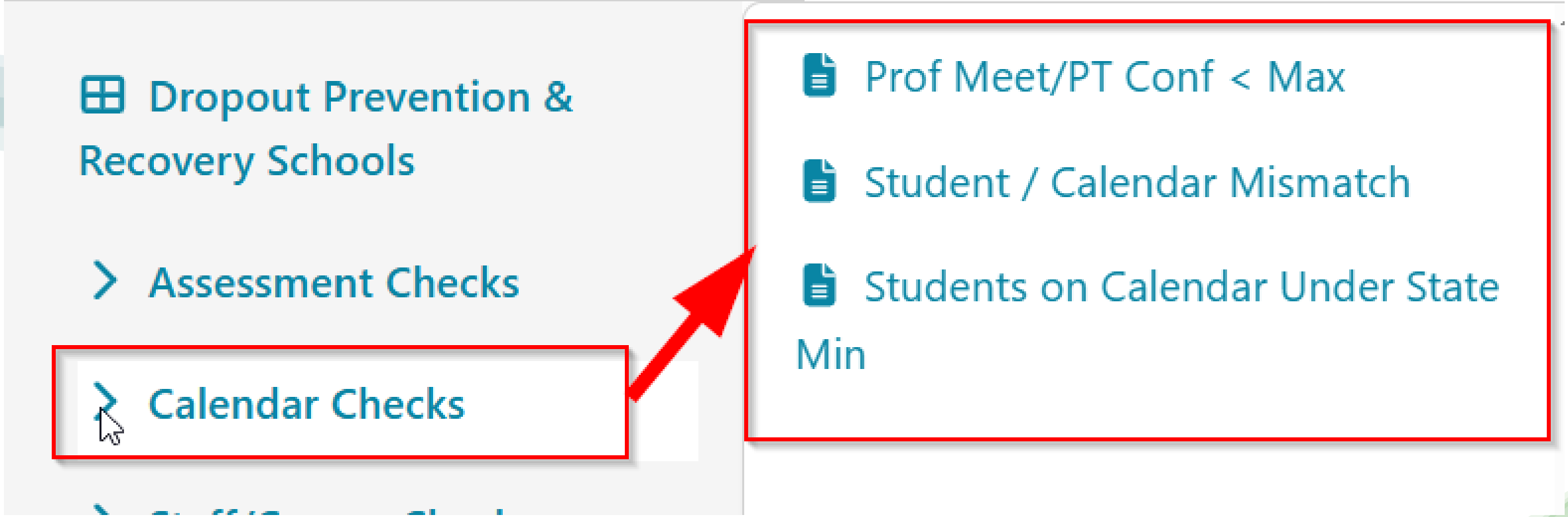
Student Information>General>Enrollments>State Reporting>Attendance Pattern



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

Individual students can only have one attendance pattern assigned on the enrollment record

meta™ CROSSCHECK



Professional Meeting and/or PT Conference Hours are less than max allowed

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.

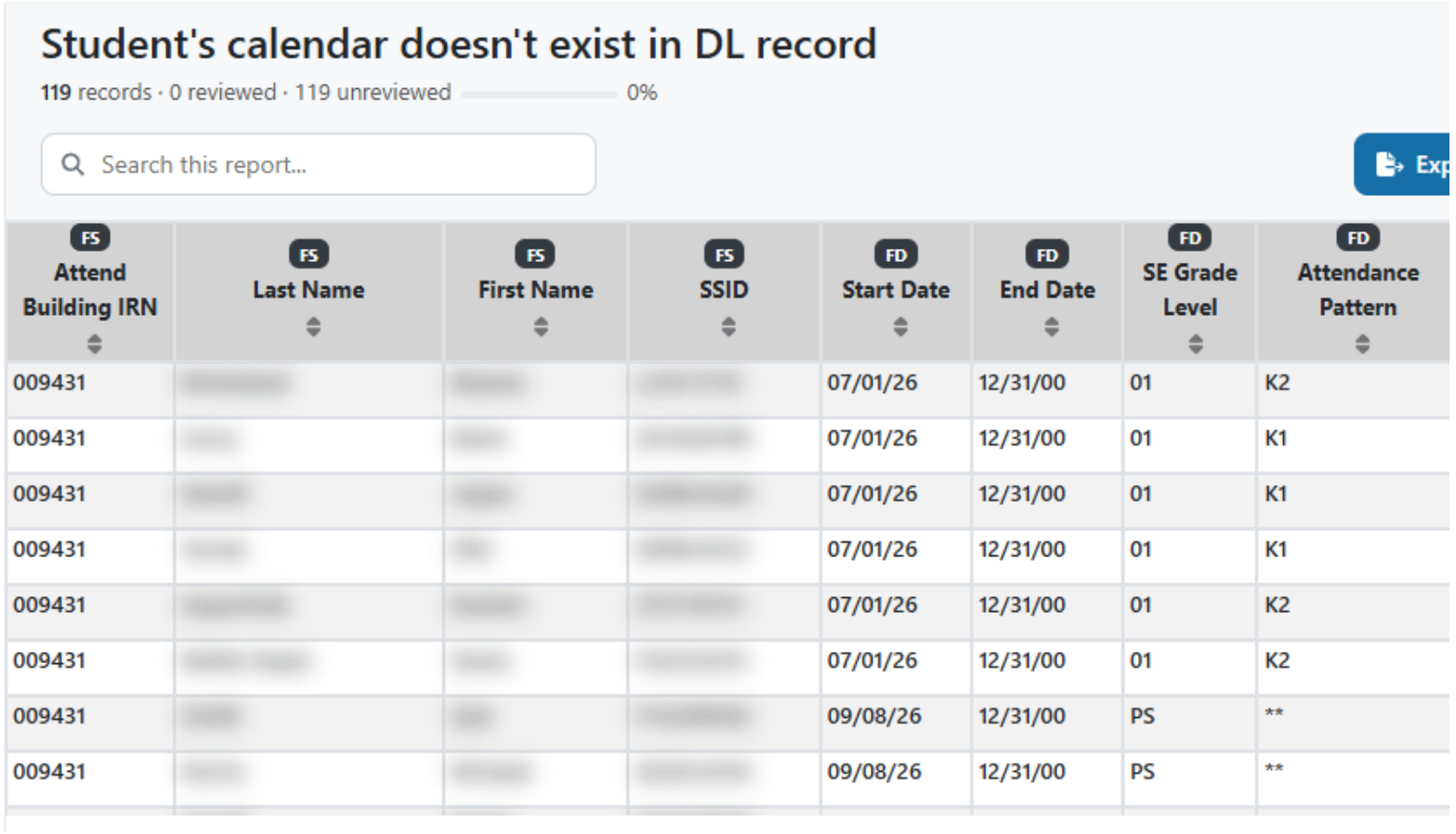
Total Allowable Hours for preschool calendars is 5.

DL Building IRN	DL Grade Level	DL Attendance Pattern	DN Total PRFL Hours	DN Total PTCONF Hours	Total Allowable Hours
015297	03	**	met	8.00	12.34
015297	04	**	met	8.00	12.34
015297	05	**	met	8.00	12.34

DL Grade Level	DL Attendance Pattern	DN Total PRFL Hours	DN Total PTCONF Hours	Total Allowable Hours
01	**	0.00	0.00	12.34
02	**	0.00	0.00	12.34
03	**	0.00	0.00	12.34
04	**	0.00	0.00	12.34

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.



Student's calendar doesn't exist in DL record

119 records · 0 reviewed · 119 unreviewed 0%

Search this report...

Exp

FS Attend Building IRN	FS Last Name	FS First Name	FS SSID	FD Start Date	FD End Date	FD SE Grade Level	FD Attendance Pattern
009431	[redacted]	[redacted]	[redacted]	07/01/26	12/31/00	01	K2
009431	[redacted]	[redacted]	[redacted]	07/01/26	12/31/00	01	K1
009431	[redacted]	[redacted]	[redacted]	07/01/26	12/31/00	01	K1
009431	[redacted]	[redacted]	[redacted]	07/01/26	12/31/00	01	K1
009431	[redacted]	[redacted]	[redacted]	07/01/26	12/31/00	01	K2
009431	[redacted]	[redacted]	[redacted]	07/01/26	12/31/00	01	K2
009431	[redacted]	[redacted]	[redacted]	09/08/26	12/31/00	PS	**
009431	[redacted]	[redacted]	[redacted]	09/08/26	12/31/00	PS	**

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 5 PD and 5 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

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