Calendar and Exception Days Quick Reference

The following table provides suggestions for changing calendar days on the master calendar and the appropriate EMIS exception to report for each event type. There is a relationship between the master calendar and the sub-calendars, but the master calendar is no longer adjusted for start and end days outside of the building for sub-calendars. When the start or end days for a sub-calendar fall outside of the master calendar start and end days, the start and end days are only updated on the sub-calendar.

General Update Rules

The following general rules apply when updating calendars:

1. The master calendar should only be changed if the exception applies to ALL sub-calendars. If attendance needs to be taken for any sub-calendar, the day must be an attending day on the sub-calendar. EMIS exceptions are required to be entered on each sub-calendar they are applicable to; EMIS exceptions are no longer entered on the Master Calendar. The Calendar Bulk Exception page can be used to add the same exceptions to multiple buildings throughout the district.

2. Any change to a day and corresponding EMIS exception that is entered on a sub-calendar applies only to that sub-calendar.

3. All EMIS Exceptions need to be based on a **full day** of attendance regardless of whether the calendar is set up as a full day or half day calendar.

4. If a calendar day is changed to any type of non-attending day for students or a staff day type such as Parent/Teacher Conference or Teacher Work Day, an EMIS exception must be added. An EMIS exception will not automatically be reported based on the calendar day type.

5. The Hours Per Day reported for any calendar must be reported for a full day regardless of the type of calendar. (ex: School is in session in a building 6.00 hours but KG students only attend 3.00, report 6.00 Hours Per Day)

Day Type	Sub-Calendar and Master Calendar Changes	EMIS Exception to Add to Sub-calendar	EMIS Exception Hours
Holidays			
Holiday	1. Update Planned day type to Holiday 2. Update Actual day type to Holiday	Add: Planned Full Day Exception (C_DPLANNED)	0.00
Religious Holiday	1. Update Planned day type to Holiday 2. Update Actual day type to Holiday	Add: Planned Full day (C_DPLANNED)	0.00
Vacation Day			
	1. Update Planned Day to Vacation Day 2. Update Actual Day Type to Vacation Day	Add: Planned Full Day (C_DPLANNED)	0.00
Waiver Day - Only used for IPP Waiver, no longer used for weather related days			
	1. Update Planned day type to Waiver Day 2. Update Actual day type to Waiver Day	Add: Planned Full Day (C_DPLANNED)	0.00
Snow Day Updates			
Snow Day – Full Day (Not Blizzard Bag Day)	1. No change to Planned day type 2. If snow day **applies to all** sub-calendars, update Actual day type to Snow Day; create an exception on each sub-calendar that needs to record the snow day. 3. If snow day **does not apply to all** sub-calendars, leave Actual day type as a school day. Create an exception on each sub-calendar that needs to record the snow day.	Add: Calamity Day (C_DCMTYTKN)	0.00

Day Type	Sub-Calendar and Master Calendar Changes	EMIS Exception to Add to Sub-calendar	EMIS Exception Hours
Snow Day – Full Day & Blizzard Bag Day	1. No change to Planned day type (since attendance will be taken for the blizzard bag day, the Planned day type needs to remain an attending day) 2. Create an exception for each sub-calendar that needs to record the snow day and Blizzard Bag Day.	Add: Calamity Day (C_DCMTYTKN) Add: Blizzard Bag Day (C_DBLZZARD)	0.0 (Calamity) >0.00 (Blizzard Bag) – (report the hours that count towards attendance)
Snow Day – Shortened Day (students attended part of the day, but have an early dismissal)	1. No change to Planned day type 2. No change to Actual day type	Add: Weather Related Shortened Day (C_HSHRTWEA)	>0.00 (Hours should be less than the total hours per day the students were scheduled to meet)
Calamity Make-up Day – using day that was previously a holiday or break/vacation day	1. Change Planned day type to School Day 2. Update Actual School day type to School Day (or Calamity Make-Up Day)	No exception needs to be added, however, if an exception already existed for the Holiday, it needs to be deleted from each of the sub-calendars	NA
Calamity Make-Up Day – lengthening an existing school day	1. No change to Planned day type 2. No change to Actual School day type	Add: Planned Lengthened Day (C_HRSLNGTH)	>0.00 (Regular Hours + Extended Hours)

Day Type	Sub-Calendar and Master Calendar Changes	EMIS Exception to Add to Sub-calendar	EMIS Exception Hours
Snow Day, but teachers are required to be at school; school not in session	1. No change to Planned day type 2. If snow day applies to all sub-calendars, update Actual day type to Snow Day	Add: Calamity Day (C_DCMTYTKN)	0.00
Calamity Make-Up Day – using a Saturday as a Make-Up Day	1. Change Planned day type to School Day 2. Change Planned Rotation Day: Choose a day of the week (*it won't matter that you're reusing a day already used in the week*) 3. Change Actual School day type to School Day 4. Change Actual Rotation Day: Choose the same day that you chose for Planned Rotation Day	Add: Planned Weekend Make-Up Day (C_HRSWKEND)	Hours > 0.00 to indicate the hours students attended on the weekend day

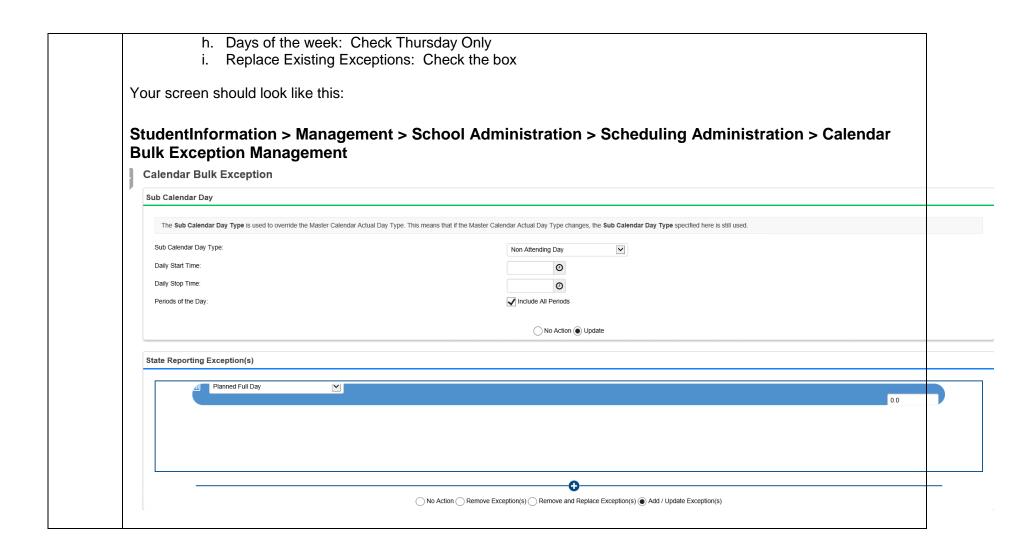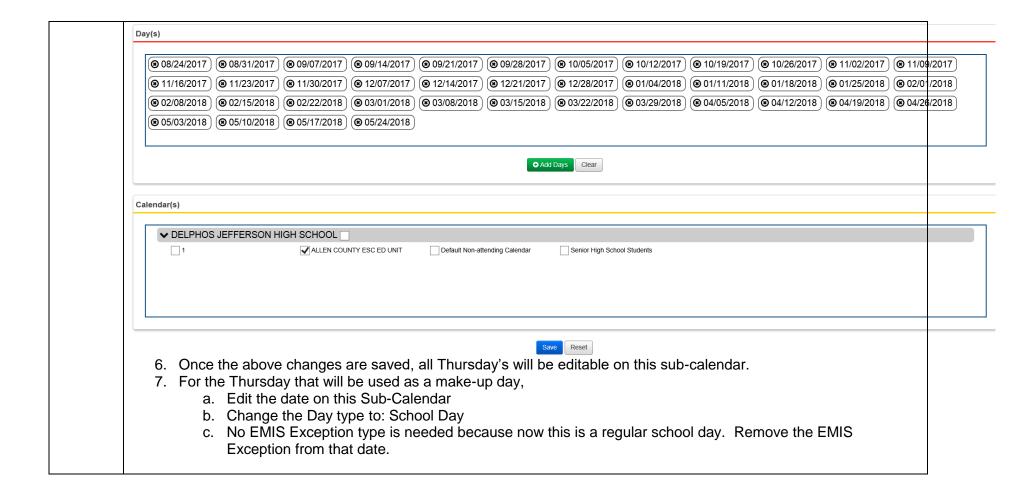|	

Calamity Make-Up Day – PS Calendar that doesn't normally meet every day – use a non-attending day as make-up day *Calendar meets M/T/Half-Day Wed*	**SUB-CALENDAR ONLY Change**
	Additional steps are required to change a day to an attending day on this type of calendar. For this example, we will use Thursday as a Calamity Make-Up Day. Students on this calendar are not scheduled to attend on Thursdays. On Sub-Calendar Maintenance, the Checkbox beside Thursday is currently Checked:
	
	Not expected to be in attendance between the first and last day of school on every:
	Monday:
	Tuesday:
	Wednesday:
	Thursday: ✔
	Friday: ✔
	
	1. On Sub-Calendar Maintenance, edit the PS Alternating Calendar.
	2. Uncheck the checkbox beside Thursday indicating students will now be attending every Thursday. Since we are making one day an attending day now, the C_YWKDAYTH can no longer be reported for this calendar.
	
	Not expected to be in attendance between the first and last day of school on every:
	Monday:
	Tuesday:
	Wednesday:
	Thursday:
	Friday: ✔
	
	3. Because Thursday is currently a non-attending day for all Thursdays throughout the school year, an exception needs to be created to report all Thursdays as Full Planned Day out where school is not in session for these students with the exception of the make-up day.
	4. On Sub-Calendar Days for this calendar, using Calendar Bulk Exception, create an exception for each Thursday.
	5. On the Calendar Bulk Exceptions page, select a Recurring Pattern to catch all Thursdays during the school year.
	  a. Sub Calendar Day Type: Non Attending Day
	  b. Periods of the day: Check include all periods
	  c. Check Update
	  d. State Reporting Exceptions: Select Planned Full Day and 0.00 Hours
	  e. State Reporting Exceptions: Add/Update Exceptions
	  f. Days: Select Recurring Days
	  g. Recurring Days Between: keep the date range for the entire school year

h. Days of the week: Check Thursday Only
i. Replace Existing Exceptions: Check the box

Your screen should look like this:

StudentInformation > Management > School Administration > Scheduling Administration > Calendar Bulk Exception Management

Calendar Bulk Exception

Sub Calendar Day

The **Sub Calendar Day Type** is used to override the Master Calendar Actual Day Type. This means that if the Master Calendar Actual Day Type changes, the **Sub Calendar Day Type** specified here is still used.

Sub Calendar Day Type: Non Attending Day

Daily Start Time:

Daily Stop Time:

Periods of the Day: ☑ Include All Periods

                                                            ○ No Action ⦿ Update

State Reporting Exception(s)

Planned Full Day

                                                                                    0.0

○ No Action ○ Remove Exception(s) ○ Remove and Replace Exception(s) ⦿ Add / Update Exception(s)

Day(s)

⊙ 08/24/2017　⊙ 08/31/2017　⊙ 09/07/2017　⊙ 09/14/2017　⊙ 09/21/2017　⊙ 09/28/2017　⊙ 10/05/2017　⊙ 10/12/2017　⊙ 10/19/2017　⊙ 10/26/2017　⊙ 11/02/2017　⊙ 11/09/2017

⊙ 11/16/2017　⊙ 11/23/2017　⊙ 11/30/2017　⊙ 12/07/2017　⊙ 12/14/2017　⊙ 12/21/2017　⊙ 12/28/2017　⊙ 01/04/2018　⊙ 01/11/2018　⊙ 01/18/2018　⊙ 01/25/2018　⊙ 02/01/2018

⊙ 02/08/2018　⊙ 02/15/2018　⊙ 02/22/2018　⊙ 03/01/2018　⊙ 03/08/2018　⊙ 03/15/2018　⊙ 03/22/2018　⊙ 03/29/2018　⊙ 04/05/2018　⊙ 04/12/2018　⊙ 04/19/2018　⊙ 04/26/2018

⊙ 05/03/2018　⊙ 05/10/2018　⊙ 05/17/2018　⊙ 05/24/2018

⊕ Add Days | **Clear**

Calendar(s)

⌄ DELPHOS JEFFERSON HIGH SCHOOL ☐

　☐ 1　　　　　　　　　☑ ALLEN COUNTY ESC ED UNIT　　☐ Default Non-attending Calendar　　☐ Senior High School Students

Save | **Reset**

6. Once the above changes are saved, all Thursday's will be editable on this sub-calendar.
7. For the Thursday that will be used as a make-up day,
    a. Edit the date on this Sub-Calendar
    b. Change the Day type to: School Day
    c. No EMIS Exception type is needed because now this is a regular school day. Remove the EMIS Exception from that date.

Parent/Teacher Conference Days			
Parent/Teacher Conference Days – Day not in session for students	1. No change to Planned Day unless PT Conferences were planned from the beginning of the school year. Change to PT Conference Day if applicable for all sub-calendars 2. Update Actual School day type to School Day (if any sub-calendar is in session on this day) or Parent/Teacher Conference Day if not in session	Add: Planned Full Day (C_DPLANNED) Add: Parent Teacher Day	0.000 >0.00 for Staff Conference Time Hours
Parent/Teacher Conference Days – Day shortened for students	1. No change to planned or actual School day types.	Add: Planned Shortened Day Add: Parent Teacher Day	>0.00 but less than full day hours >0.00 for Staff Conference Time Hours
Parent/Teacher Conference Days – Full day for students	1. No change to planned or actual School day types	Add: Parent Teacher Day	>0.00 (additional hours staff attend)
No School Day because Parent/Teacher conferences were held late the day before	1. No change to Planned day type 2. Change Actual day type to Non-Attending day if none of the sub-calendars will be attending on this day	Add: Planned Full Day	0.00

Parent/Teacher Conference day for PS Students on day covered by Global Attribute C_YWKDAYXX	1. No change to the Planned day type 2. Change the Actual day type to Non-Attending Day if none of the sub-calendars will be attending this day.	Add: Parent Teacher Day	>0.00 (additional hours staff attend)
Teacher In-Service Days			
Teacher In-Service Day (Non-attending for students)	1. Change Planned day type to Teacher In-Service Day if applicable for all sub-calendars 2. Update Actual School day type to Teacher In-Service Day if applicable for all sub-calendars	Add: Planned Full Day (C_DPLANNED) Add: Staff Professional Day	0.00 (Student) > 0.00 (hours staff attends)
Teacher In-Service (Shortened Day for students, full day for staff)	1. No changes needed to Master Calendar Planned or Actual day type	Add: Planned Shortened Day Add: Staff Professional Day	>0.00 (Hours Students Attended) >0.00 (Hours Staff Attended for professional development)
Teacher In-Service (full day for students, additional hours for staff)	1. No changes needed to Master Calendar Planned or Actual day type	Add: Staff Professional Day	>0.00 (Total hours for the day Staff attended for professional development)
Teacher In-Service Day for PS Students on day covered by Global Attribute C_YWKDAYXX	1. No change to the Planned day type 2. Change the Actual day type to Non-Attending Day if none of the sub-calendars will be attending this day.	Add: Staff Professional Day	>0.00 (additional hours staff attend)

Teacher Work Days			
Teacher Work Days where teachers are receiving Professional Development – Students not attending	1. Change Planned day type to Teacher In-Service Day 2. Update Actual School day type to Teacher In-Service Day	Add: Planned Full Day (C_DPLANNED) Add: Staff Professional Day	0.00 (Student) > 0.00 (hours staff attends)
Teacher In-Service Days where Staff is NOT receiving Professional Development	1. Change Planned day type to Teacher In-Service Day 2. Update Actual School day type to Teacher In-Service Day	Add: Planned Full Day (C_DPLANNED) No Staff Exception Needed	0.00 (Student)
Teacher In-service Day for Staff and Work at Home day for students (students log on and work independently) Day is a day of attendance for students	No change needed (Attendance would need to be kept for students)	Add: Staff Professional Day	Number of Professional Development hours for teachers

Unplanned Days out (not a calamity day)			
Unplanned day out for reason other than calamity (ex: teachers on strike and district didn't have subs)	1. No change to Planned day type 2. Change the Actual day type to Non-Attending Day if none of the sub-calendars will be attending this day.	Add: Unplanned Full Day (C_DNOTPLAN)	0.00
Unplanned shortened day – not weather related (early dismissal, late start, mid-day interruption)	1. No change to Planned day type 2. No change to Actual day type	Add: Unplanned Shortened Day (C_HSHRTNOP)	>0 and < full day hours
Lengthening the days on the calendar for the rest of the school year			
If a district is extending the number of hours per day students will attend for the remainder of the school year, they will need to add an EMIS Exception to each day that is lengthened which includes the total hours of attendance for the day, which must be greater than the original amount of hours for the day.			

Other EMIS Exceptions

The following EMIS exceptions will be reported when the checkboxes on Sub-Calendar Maintenance are checked to indicate students never attending on specific weekdays or always attend on specific weekend days.

Not expected to be in attendance between the first and last day of school on every:
Monday: ☐
Tuesday: ☐
Wednesday: ☐
Thursday: ☐
Friday: ☐
Expected to be in attendance between the first and last day of school on every:
Saturday: ☐
Sunday: ☐

Monday	C_YWKDAYMN
Tuesday	C_YWKDAYTU
Wednesday	C_YWKDAYWD
Thursday	C_YWKDAYTH
Friday	C_YWKDAYFR

Saturday	C_YWKENDSA
Sunday	C_YWKDAYTU