

Calendar Collection Checklist

PowerSchool - each building calendar should be completed following your year-end rollover processes

1. Create your calendars in each building, including Cycle Day, Bell Schedule, School In Session Box, Membership Value, Tracks In Session (if needed), Type, EMIS Types for Days Not In Session and any notes you want to include. *Calendars are typically started in the scheduling process as start/end dates need to be available for PowerScheduler to work correctly. All other dates can be updated after you have run the Power School EOY process.*
2. Using the Automated Calendar Set-Up option provides a quicker set-up for you or you can do each day individually through Calendar Set-Up.
Pathway for calendar set-up is:
Setup-School-Automated Calendar Set-Up or Calendar Set-Up
**** In some districts, the calendars may be started for a new year during the scheduling process in the spring or summer. You will, in this case, want to check them for accuracy and completeness. [You will also want to check with your scheduling personnel for any new bell schedules they created or added patterns on Cycle Days.](#)**
3. If staff development days are prior to the first day of school or after the last day of school, you may add them at the district or school level on the DN record. If staff development days occur within your calendar, you may add them at the building calendar level, making sure that you create two (2) EMIS types, one for staff and one for students.
4. If the days are identical for all schools, add the staff development days at the District Level by accessing the following: District Set-Up, Bldg/District Info, Choose DN, scroll to bottom of page and access under Calendar Group C-PRFLMEET and C-PTCONFRC to add each day
5. If the days are different by school, add the staff development days at the School Level by accessing the following: District Set-Up, Schools/School Info, Pick School, Ohio State Info at bottom of page and access under Calendar Group C-PRFLMEET and C-PTCONFRC to add each day
6. Parent Teacher Conference days can be added at the calendar level within each building. Again, you will need to create two (2) EMIS types, one for staff and one for students for each day that you designate for conferences.

7. Verify that bell schedules are correct for each building, including Regular, 2 Hr Delay, Early Release
8. You will need to update your calendars as events occur throughout the year that affect ys, Unplanned Days Off, etc.)
9. For any day off, make sure the In Session Box is unchecked and your Membership Value is set to zero (0), an EMIS Type is also required.
10. For the calendar process to run correctly you will also need to have your grade schedule (DL) records set up for the year for each of your attendance patterns. Pathway for this in PowerSchool is under Setup - District - under Ohio State Information - Building/District Information - click on Grade Schedule DL - choose the current Fiscal Year - from here you can either create new records for each of your attendance patterns or Copy Previous Year Data and then update your Start and End dates for each of them along with checking on other information on the line for accuracy.
11. Run the reports for extract out of PowerSchool by accessing the following: System Reports, State, either Calendar Bundle (includes DL and DN) or individually DL report and DN Report.
12. Check on each report page Fiscal Year, School Type, Reporting Window, system defaults to include All Schools – you can run for individual buildings if you wish.
13. Save your report(s) once completed so they can be uploaded to the Data Collector.

****You can add or change a Membership Type by accessing the following:**

District/Calendar Membership Types - new to add or click on the blue link to change an existing type. You must assign a corresponding ODE definition if you create a new Membership Type.

Staff Types:

- *C_PRFLMEET - staff professional meeting, full or partial day*
- *C_PTCONFRC - parent-teacher conference, full or partial day*

Student Types:

- *C_DCMTYTKN - full day taken for calamity situations on specified date*
- *C_DPLANNED - full day planned when group IS NOT in session - holidays, breaks, professional days, parent-teacher conference days*
- *C_DNOTPLAN - full unplanned day off when group was expected to be in session*
- *C_DBLZZARD - full unplanned “blizzard bag” day for which the district is in compliance with ORC 3313.88*
- *C_YWKENDSA & C_YWKENDSU - for students who are in attendance on every Saturday and Sunday between the first and last day of school*

- *C_YWKDAYMN, C_YWKDAYTU, C_YWKDAYWD, C_YWKDAYTH, C_YWKDAYFR - for students who are NOT expected to be in attendance on every Monday, Tuesday, Wednesday, Thursday, or Friday between the first and last day of school*
- *C_HSHRTWEA - hours in session when day was interrupted by weather*
- *C_HSHRTNOP - hours in session when day was shortened for an unplanned reason other than weather*
- *C_HRHLNGTH - may be for calamity makeup when hours are added to a scheduled day or other reasons*

**Other helpful documents include:





[Importing Local Attendance Patterns](#)

<https://wiki.nwoca.org/pages/viewpage.action?pageId=15008121>

[PowerSchool Set-Up for Early Release Seniors \(Also, useful for late start Pre-School or Kindergarten\)](#) Option 2 on this document talks about calendar set-up for these special situations.

Data Collector

1. Log in and access Data Sources, Other Data Sources, Calendar (manage).
2. Upload Files – choose File (select the file that you saved from Power School) – Upload.
3. Go to currently open Calendar Manifest under Collection Requests and choose Start Collection – check Calendar – choose (in red) Start Data Collection for all items checked.
4. Back to Collection Requests and in the open Calendar Manifest, choose Prepare – when complete hit OK.
5. Preview Prepared Data.

	Submission 9			Sub 8
File	Valid	Invalid	Total	Valid
 Calendar_Display.csv			608	
 Excluded_Records.csv			0	
 Grade_Schedule_Record_(DL).csv	8	0	8	8
 Organization_General_Information_Record_(DN).csv	392	0	392	384
Total counts:	400	0	1008	

6. Things to look for on the Calendar Display Report
 - Verify that all exceptions have been entered
 - Calamity days
 - Shortened days
 - Unplanned days
 - Lengthened School days
 - Parent-Teacher Conference Hours and Professional Development Hours (these are listed at the bottom of each attendance pattern)
 - Verify the total hours meet the minimum requirement
 - Add Parent-Teacher Conference Hours and Professional Development Hours to the YTD Days/Hours
7. Once you have previewed your data, always remember to certify and submit. If needed, make any necessary corrections in PowerSchool, re-run the reports, load, prepare, certify and submit data again.
8. Calendars help in determining a student's FTE:
 - Each row of data on the FTE Detail report is assigned to a calendar
 - Calendar for each row is based on data for that row
 - Since student's can have multiple rows, each row can be assigned to a different calendar
9. How does the FTE Detail report assign calendars?:
 - District IRN, Building IRN, Grade Level, Attendance Pattern
 - Once a calendar match is found for a given FS/FD combination, that row of data is excluded from any further steps in the process
 - If no match is found, then the state default calendar is assigned
 - The state calendar will appear as 999999-999999-**-**
10. Base FTE Calculation
 - Base FTE - Numerator divided by Denominator
 - Numerator = Total Enrolled Hours x Total % of Time
 - The numerator is looking at the first day of school and the last day of school and the hours the student was enrolled in the calendar collection. If the calendar data is not correct then a student's total enrolled hours will not be correct
 - Denominator = Total Instructional Hours
 - The denominator is the total instructional hours in the assigned calendar. The total hours are calculated by adding together the total hours for each day of the year, starting with the first day of school reported and ending with the last day of school reported. If

the calendar data is not correct then the denominator used for the total instructional hours will not be correct

11. Any change to your calendar throughout the year is an indication that you will need to resubmit the currently open Calendar Manifest
12. If you need to extend your calendar year; please access the document - How to Add Days to the Current School Year on NWOCA's Student Services Wiki Page:

<https://wiki.nwoca.org/pages/viewpage.action?pageId=4063514&preview=%2F4063514%2F24707279%2FHow+to+Add+Days+to+the+Current+School+Year.pdf>