Calendar Report (Nevada)

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The Calendar Report generates a school's instructional days/minutes scheduled for the selected year and validates whether a school is compliant with the amount of days/minutes needed for a particular calendar to report. It is used to validate that schools have appropriate calendars before the start of year and have the ability to submit major calendar changes for state approval.

Users can generate a Calendar Days Report or a Calendar Minutes Report.

Calendar Report Editor

Report Logic

Logic looks at the Calendar Information and Calendar Days for a selected school to report the instruction days, non-instructional days, development days and other calendar-related data.

- Any period in a selected calendar that is marked as Non-Instructional is excluded from the

Total Instructional Minutes.

- Any minutes and gap minutes between Instructional and Non-Instructional periods are excluded from the Total Instructional Minutes.

Instructional Minutes Preferences selected on the School Year tool are also referenced in the calculation of instructional and non-instructional days:

- When the **Exclude Non-Instructional Minutes** checkbox is marked, non-instructional minutes are excluded from the Total Instructional Minutes. Any minutes and gap minutes between Instructional and Non-Instructional periods are excluded from the Total Instructional Minutes value.
- When the **Exclude Time Gaps Between Periods** checkbox is marked, time gaps for Instructional and Non-Instructional periods are excluded from the Total Instructional Minutes value.

School Year Setup - Instructional Minutes Preferences

Instructional Minutes entered on Day Events are also used as an override and affect the total number of reported minutes. See the Nevada Calendar article for more information.

Calendar Day Events - Instructional Minutes Override

Both the Calendar Days Report and the Calendar Minutes Report use the Day Event Types in their logic. The report only considers Day Event Types mapped to the following **Values: CD: Contingent Days, PD: Professional Development Days, LS: Late Start,** and **MD: Minimum Day**.

- When a value is not listed for the Day Event, it is reported as a regular day.
- When a value OTHER than one of these is added or in addition to these values, it does not affect the total count of regular days.

Report Editor

Field	Description
Report Type	Determines which report generates - **Calendar Days** or **Calendar Minutes**.
Format	Selection determines how the report generates. Options are **State Format** (**CSV**) or **HTML**. Use the HTML format for data review prior to sending the report to the state in the State Format.

Field	Description
Filter By	Selection determines whether the report is generated for specific calendars, districts (only available for State Edition users), or schools. **Calendar** - Displays a list of available calendars to include in the report. Calendars can be selected by active year, by school name or by year. **School** - Displays a list of available schools to include in the report. **District** - Displays a list of available districts to include in the report. For each option, multiple selections can be made.
Report Generation	The report can be generated immediately using the **Generate Report** button. When selecting multiple calendars, schools or districts, use the **Submit to Batch** button to choose when the report generates. See the Batch Queue article for additional guidance.

Calendar Days Report Type

The Calendar Days Report Type provides information related to the first and last instruction date, the total number of instruction minutes and non-instruction minutes, and the total number of days that have day events and of which kind of day event - Regular, Professional Development, etc. - for the selected calendars/schools/districts.

Generate the Calendar Days Report

1. Select the **Calendar Days** option from the **Report Type** dropdown list.
2. Select the desired **Format**.
3. Select the **Filter By** option and choose either the **Calendar(s)**, **District(s)** or **School(s)**.
4. Click the **Generate Report** button or the **Submit to Batch** button. The report generates in the selected format.

Calendar Days Report - CSV Format

Calendar Days Report - HTML Format

Calendar Days Report Layout

Element	Description	Location

Element	Description	Location
District Code	Reports the assigned District Code. *Numeric, 2 digits*	School & District Settings > District > District Information > Master District Code District.number
School Name	Indicates the school's name. *Alphanumeric, 50 characters*	School & District Settings > Schools > School Information > Name School.name
Calendar Name	Indicates the name of the calendar. *Alphanumeric, 30 characters*	Scheduling & Courses > Calendar Setup > Calendar Information > Name Calendar.name
First Day of Instruction	Reports the first date in the calendar that is marked as an Instruction day. *Date field, 10 characters (MM/DD/YYYY)*	Scheduling & Courses > Calendar Setup > Day Setup > Day Detail > Instruction Day.date Day.instruction
Last Day of Instruction	Calculates the last date on the calendar that is marked as an Instruction day. *Date field, 10 characters (MM/DD/YYYY)*	Scheduling & Courses > Calendar Setup > Day Setup > Day Detail > Instruction Day.date Day.instruction
Total Number of Non-Instructional Days	Calculates the total number of days in the selected calendar that are NOT marked as Instructional days. *Numeric, 3 digits*	Scheduling & Courses > Calendar Setup > Day Setup > Day Detail > Instruction Day.date Day.instruction

Element	Description	Location
Total Number of Instructional Days	Calculates the total number of days in the selected calendar that are marked as Instructional days. *Numeric, 3 digits*	Scheduling & Courses > Calendar Setup > Day Setup > Day Detail > Instruction Day.date Day.instruction
Total Number of Contingent Days	Calculates the total number of Calendar Days in the selected calendar that are assigned a Day Event with a value of CD (Contingent Days). *Numeric, 3 digits*	Scheduling & Courses > Calendar Setup > Day Setup > Day Event > Type System Settings > Custom Data and Links > Core Attribute/Dictionary > Day > Type > Value > CD DayEvent.type
Total Number of Professional Development Days	Calculates the number of professional development days marked on the calendar. A Professional Development day is a day on the calendar with a day event that has a Value of PD. *Numeric, 3 digits*	Scheduling & Courses > Calendar Setup > Day Setup > Day Event > Type System Administration > Custom > Attribute/Dictionary > Day > Type > PD DayEvent.type
Period Schedule Regular	Calculates the total number of regular days in a calendar. A Regular day is any instructional day without any of these day event types marked: • LS: Late Start • MD: Minimum Day • CD: Contingent. *Numeric, 3 digits*	Scheduling & Courses > Calendar Setup > Day Setup > Day Event > Type DayEvent.type

Element	Description	Location
Period Schedule Late Start	Calculates the total number of days with a period schedule with a Day Event that has a Value of LS. *Numeric, 3 digits*	Scheduling & Courses > Calendar Setup > Day Setup > Day Event System Administration > Custom > Attribute/Dictionary > Day > Type > LS DayEvent.type
Period Schedule Minimum Day	Calculates the total number of days with a period schedule with a Day Event with a Value of MD. *Numeric, 3 digits*	Scheduling & Courses > Calendar Setup > Day Setup > Day Event System Administration > Custom > Attribute/Dictionary > Day > Type > MD DayEvent.type
Contingent Days1-3	Indicates each date that is Contingent from earliest to latest. If more than three contingent days exist, additional columns are added. A Contingent day is a day on the calendar with a Day Event that has a Value of CD. *Date field, 10 characters (MM/DD/YYYY)*	Scheduling & Courses > Calendar Setup > Day Setup > Day Event System Administration > Custom > Attribute/Dictionary > Day > Type > CD DayEvent.type
Non-Instructional Days 1-100	Indicates each date that is Non Instructional from earliest to latest. Dates are reported if if the calendar has the full one hundred instructional days. A Non-instructional Day is a day on the calendar M-F that does NOT have the "Instructional" checkbox marked. *Date field, 10 characters (MM/DD/YYYY)*	Scheduling & Courses > Calendar Setup > Day Setup > Day Detail > Instruction Day.instruction

Calendar Minutes Report Type

The Calendar Minutes Report Type lists the total number of instruction minutes for each Day Type - Regular and Late Start - for the selected calendars/schools/districts.

Generate the Calendar Minutes Report

1. Select the **Calendar Minutes** option from the **Report Type** dropdown list.
2. Select the desired **Format**.
3. Select the **Filter By** option and choose either the **Calendar(s)**, **District(s)** or **School(s)**.
4. Click the **Generate Report** button or the **Submit to Batch** button. The report generates in the selected format.

Calendar Report Extract Records:2

DistrictCode	SchoolName	CalendarName	DayType	TotalInstructionalMinutes
03	High School	21-22 HS	Late Start	3315
03	High School	21-22 HS	Regular	57145

Calendar Minutes Report - HTML Format

	A	B	C	D	E	F	G
1	DistrictCode	SchoolName	CalendarName	DayType	TotalInstructionalMinutes		
2	3	High School	21-22 HS	Late Start	3315		
3	3	High School	21-22HS	Regular	57145		
4							

Calendar Minutes Report - CSV Format

Calendar Minutes Report Layout

Element	Description	Location
District Code	Reports the assigned District Code. *Numeric, 2 digits*	School & District Settings > District > District Information > Master District Code District.number
School Name	Reports the school's name. *Alphanumeric, 50 characters*	School & District Settings > Schools > School Information > Name School.name

Element	Description	Location
Calendar Name	Reports the name of the selected calendar. *Alphanumeric, 30 characters*	Scheduling & Courses > Calendar Setup > Calendar Information > Name Calendar.name
Day Type	Indicates the type of period schedule occurring on the day, as follows: • Regular - reports when the Instruction checkbox is marked and the assigned Day Type value is NOT LS (Late Start) or MD (Minimum Day) • Late Start - reports when the Instruction checkbox is marked and the assigned Day Type value is LS (Late Start). • Minimum Day - reports when the Instruction checkbox is marked and the assigned Day Type value is MD (Minimum Day). *Alphanumeric, 7 characters*	Scheduling & Courses > Calendar Setup > Day Setup > Day Detail > Instruction Day.instruction Scheduling & Courses > Calendar Setup > Day Setup > Day Event > Type DayEvent.type

Element	Description	Location
Total Instructional Minutes	Reports the total number of instructional minutes the day type aggregated in the calendar. Only days marked as Instruction are included. When any period schedule does not have a day event value of LS or MD selected, reports as a Regular day. When any day has one or more day events where Instructional Minutes are not null, an aggregation of the minute totals is done and then added to the total count, instead of using the period schedule for that day. All "exclude" checkboxes on the School Year Instructional Minutes Preferences are recognized when summing period schedule minutes.	Scheduling & Courses > Calendar Setup > Day Setup > Day Event > Type DayEvent.type Scheduling & Courses > Calendar Setup > Period Setup > Period Schedules Info > Instructional Minutes Calendar.studentDay Scheduling & Courses > Calendar Setup > Day Setup > Day Event > Instructional Minutes DayEvent.instructionalMinutes Scheduling & Courses > Calendar Setup > School Years Setup > Instructional Minutes Preferences SchoolYear.instructional_excludeNonInistructionalPeriods SchoolYear.instructional_excludeNonInstructionalMinutes