

# 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 ☆

Reporting > NV State Reporting > Calendar Report

Calendar Report Extract Editor

This report generates school(s) instructional days/minutes scheduled for the selected year for State review and approval. This report will also validate whether a school is compliant with the amount of days/minutes needed for a particular calendar to report.

Extract Editor Options

Report Type: Calendar Days

Format: State Format (CSV)

Filter By: Calendar

Select Calendars

Which calendar(s) would you like to include in the report?

active year

list by school

list by year

23-24

- 23-24 Abbott Elementary
- 23-24 Abbott High
- 23-24 Abbott Middle
- 23-24 Banner Middle
- 23-24 Franklin Elementary
- 23-24 Franklin Middle
- 23-24 Harrison High
- 23-24 Harrison Middle
- 23-24 Turner Middle
- 23-24 Patterson Elementary
- 23-24 Patterson High

Generate Report | Submit to Batch

Refresh | Show top 50 | tasks submitted between 12/13/2023 and 12/20/2023

Batch Queue List	Queued Time	Report Title	Status	Download
		2023-24 Abbott Elementary	Queued	

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 ☆

Save Delete New

Label	Start Year	End Year	Active
22-23	2022	2023	
21-22	2021	2022	X
20-21	2020	2021	
19-20	2019	2020	
18-19	2018	2019	
17-18	2017	2018	
16-17	2016	2017	

**School Year Detail**

\*Label: 21-22      Active:

\*Start Year: 2021      \*End Year: 2022

Start Date: 08/01/2021      End Date: 07/31/2022

School Year:  Load Preference From Previous Year

**Instructional Minutes Preference**

Exclude non-instructional periods  
 Exclude non-instructional minutes

Exclude time gaps between periods  Max non-instructional minutes for period gaps

**School Day Minutes Preference**

Exclude non-instructional periods  
 Exclude non-instructional minutes

Exclude time gaps between periods  Max non-instructional minutes for period gaps

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.

## Day Setup ☆

 Save Day/Day Events
 Delete Day/Day Events
 Day Reset
 Day Rotation
 Print
 Print Rotation
 Multi Day Event

April 2022
<<
>>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01 All Periods	02
03	04 PLEO	05 All Periods	06 A Day	07 B Day	08 All Periods	09
10	11 All Periods	12 All Periods	13 A Day	14 B Day	15 All Periods	16
17	18	19	20	21	22	23
24	25	26	27	28 B Day	29 All Periods	30

\* Event on this Day

**Day Detail**  
 Date: 04/04/2022  
 \*Period Schedule: PLEO  
 School Day:   
 Instruction:   
 Attendance:   
 Start Time:   
 End Time:   
 Duration: 0  
 Comments:

**Day Events**  

Type	Duration	Inst. Minutes
X PLEO: Professional Learning - Early Out	295	255
X		

[Add DayEvent](#)

**Blended Learning Groups** [?](#)  

X Always Virtual
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[Add Group](#)

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

Field	Description
<b>Filter By</b>	<p>Selection determines whether the report is generated for specific calendars, districts (only available for State Edition users), or schools.</p> <ul style="list-style-type: none"> <li>• <b>Calendar</b> - Displays a list of available calendars to include in the report. Calendars can be selected by active year, by school name or by year.</li> <li>• <b>School</b> - Displays a list of available schools to include in the report.</li> <li>• <b>District</b> - Displays a list of available districts to include in the report.</li> </ul> <p>For each option, multiple selections can be made.</p>
<b>Report Generation</b>	<p>The report can be generated immediately using the <b>Generate Report</b> button. When selecting multiple calendars, schools or districts, use the <b>Submit to Batch</b> button to choose when the report generates. See the <a href="#">Batch Queue</a> article for additional guidance.</p>

## 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.

A	B	C	D	E	F	G	H	I	J	K
DistrictCode	SchoolName	CalendarName	FirstDayofInstruction	LastDayofInstruction	TotalNumberofNonInstructionalDays	TotalNumberofInstructionalDays	TotalNumberofContingentDays	TotalNumberofProfessionalDevelopmentDays	PeriodsScheduleRegular	PeriodsScheduleLateStart
1	3 High School	21-22 HS	8/5/2021	6/2/2022	38	179	3	5	165	13
2										
3										
4										

Calendar Days Report - CSV Format

Records:1											
DistrictCode	SchoolName	CalendarName	FirstDayofInstruction	LastDayofInstruction	TotalNumberofNonInstructionalDays	TotalNumberofInstructionalDays	TotalNumberofContingentDays	TotalNumberofProfessionalDevelopmentDays	PeriodsScheduleRegular	PeriodsScheduleLateStart	PeriodsScheduleLateEnd
03	High School	21-22 HS	08/09/2021	06/02/2022	38	179	3	5	165	13	

Calendar Days Report - HTML Format

## Calendar Days Report Layout

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

Element	Description	Location
<b>Total Number of Instructional Days</b>	<p>Calculates the total number of days in the selected calendar that are marked as Instructional days.</p> <p><i>Numeric, 3 digits</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Day Setup &gt; Day Detail &gt; Instruction</p> <p>Day.date Day.instruction</p>
<b>Total Number of Contingent Days</b>	<p>Calculates the total number of Calendar Days in the selected calendar that are assigned a Day Event with a value of CD (Contingent Days).</p> <p><i>Numeric, 3 digits</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Day Setup &gt; Day Event &gt; Type</p> <p>System Settings &gt; Custom Data and Links &gt; Core Attribute/Dictionary &gt; Day &gt; Type &gt; Value &gt; CD</p> <p>DayEvent.type</p>
<b>Total Number of Professional Development Days</b>	<p>Calculates the number of professional development days marked on the calendar.</p> <p>A Professional Development day is a day on the calendar with a day event that has a Value of PD.</p> <p><i>Numeric, 3 digits</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Day Setup &gt; Day Event &gt; Type</p> <p>System Administration &gt; Custom &gt; Attribute/Dictionary &gt; Day &gt; Type &gt; PD</p> <p>DayEvent.type</p>
<b>Period Schedule Regular</b>	<p>Calculates the total number of regular days in a calendar.</p> <p>A Regular day is any instructional day without any of these day event types marked:</p> <ul style="list-style-type: none"> <li>• LS: Late Start</li> <li>• MD: Minimum Day</li> <li>• CD: Contingent.</li> </ul> <p><i>Numeric, 3 digits</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Day Setup &gt; Day Event &gt; Type</p> <p>DayEvent.type</p>

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

# 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
<b>District Code</b>	Reports the assigned District Code.  <i>Numeric, 2 digits</i>	School & District Settings > District > District Information > Master District Code  District.number
<b>School Name</b>	Reports the school's name.  <i>Alphanumeric, 50 characters</i>	School & District Settings > Schools > School Information > Name  School.name

<b>Element</b>	<b>Description</b>	<b>Location</b>
<b>Calendar Name</b>	<p>Reports the name of the selected calendar.</p> <p><i>Alphanumeric, 30 characters</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Calendar Information &gt; Name</p> <p>Calendar.name</p>
<b>Day Type</b>	<p>Indicates the type of period schedule occurring on the day, as follows:</p> <ul style="list-style-type: none"> <li>• Regular - reports when the Instruction checkbox is marked and the assigned Day Type value is NOT LS (Late Start) or MD (Minimum Day)</li> <li>• Late Start - reports when the Instruction checkbox is marked and the assigned Day Type value is LS (Late Start).</li> <li>• Minimum Day - reports when the Instruction checkbox is marked and the assigned Day Type value is MD (Minimum Day).</li> </ul> <p><i>Alphanumeric, 7 characters</i></p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Day Setup &gt; Day Detail &gt; Instruction</p> <p>Day.instruction</p> <hr/> <p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Day Setup &gt; Day Event &gt; Type</p> <p>DayEvent.type</p>

Element	Description	Location
<b>Total Instructional Minutes</b>	<p>Reports the total number of instructional minutes the day type aggregated in the calendar. Only days marked as Instruction are included.</p> <p>When any period schedule does not have a day event value of LS or MD selected, reports as a Regular day.</p> <p>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.</p> <p>All "exclude" checkboxes on the School Year Instructional Minutes Preferences are recognized when summing period schedule minutes.</p>	<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Day Setup &gt; Day Event &gt; Type  DayEvent.type</p>
		<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Period Setup &gt; Period Schedules Info &gt; Instructional Minutes</p>
		<p>Calendar.studentDay</p>
		<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; Day Setup &gt; Day Event &gt; Instructional Minutes</p>
		<p>DayEvent.instructionalMinutes</p>
		<p>Scheduling &amp; Courses &gt; Calendar Setup &gt; School Years Setup &gt; Instructional Minutes Preferences</p>
		<p>SchoolYear.instructional_excludeNonInstructionalPeriods</p>
		<p>SchoolYear.instructional_excludeNonInstructionalMinutes</p>