

# School Months, Attendance Periods, Reporting Periods

Last Modified on 03/11/2024 8:45 am CDT

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**Search Terms:** School Month

School months break down the months within the school year into segments of time, most often used for state reporting. School Months can be created in one school calendar and copied to other school calendars using the [Calendar Wizard](#).

**School Month Editor**

**CA School Month Requirements**  
Monthly Attendance Register Report requires School Months to start on a Monday so that those school months are selectable. For detailed information on entering data in these fields, refer to the [Knowledge Base](#).

*Name	*Seq	*Start Date	*End Date	Exclude Start	Exclude End	Close Date
X 1	1	07/29/2019	08/23/2019			
X 2	2	08/26/2019	09/20/2019			
X 3	3	09/23/2019	10/18/2019			
X 4	4	10/21/2019	11/15/2019			
X 5	5	11/18/2019	12/13/2019			
X 6	6	12/16/2019	01/10/2020			
X 7	7	01/13/2020	02/07/2020			
X 8	8	02/10/2020	03/06/2020			
X 9	9	03/09/2020	04/03/2020			
X 10	10	04/06/2020	05/01/2020			
X 11	11	05/04/2020	05/29/2020			
X 12	12	06/01/2020	06/26/2020			

Add School Month

School Months are linked to Calendars, not to Schedule Structures. If there are multiple schedule structures in a calendar and the structures have different days (especially in regards to instructional/non-instructional designations), the day counts on the School Month report are not accurate.

## State-specific Naming Convention and Requirements

Not all states require school months. For those that do, the naming of this tool varies. For these

states, certain requirements are often determined to meet state reporting needs. The following states refer to School Months as the following:

- School Months = California, Kentucky, Nevada, New Jersey
- Attendance Periods = Idaho, Oklahoma, Texas
- Reporting Periods = Tennessee

Please consult applicable state reporting articles for more information.

## School Month Editor

The School Month editor is sorted by the Sequence column, with the lowest sequence appearing first. The following fields are available for data entry on the School Months tab.

Data Element	Description
<b>Name</b>	Name of the school month. The school month should be named to match state specifications. If there are no requirements, use a name that can be consistent with the other school months.
<b>Sequence</b>	Order in which the school months appear, starting with 1. Sequences must be whole numbers.
<b>Start Date</b>	Start date of the school month. Dates are entered in <i>mmddyy</i> format.
<b>End Date</b>	End Date of the school month. Dates are entered in <i>mmddyy</i> format.
<b>Exclude Start Date</b>	First date that is not included in the total count of days in the school month (i.e., Winter Break). Dates are entered in <i>mmddyy</i> format.
<b>Exclude End Date</b>	Last date that is not included in the total count of days in the school month (i.e., Winter Break). Dates are entered in <i>mmddyy</i> format.

Data Element	Description
<b>Close Date</b>	<p><i>Not required in all states</i></p> <p>Indicates the last date that attendance information can be modified. Dates are entered in <i>mmddyy</i> format.</p> <div style="background-color: #e1f5fe; padding: 10px; margin-top: 10px;"> <p>Once a school month is closed, a user needs rights to the School Month tab or the checkbox on Calendar Rights for Close School Months must be marked in order for attendance data to be modified.</p> <p>Users may modify attendance after a closed date of the School Month when:</p> <ul style="list-style-type: none"> <li>• Appropriate rights are assigned to attendance tools: <ul style="list-style-type: none"> <li>◦ At least RW rights are assigned to Classroom Monitor</li> <li>◦ At least R rights are assigned to Attendance Wizard</li> <li>◦ At least RW rights are assigned to Student Attendance tab.</li> </ul> </li> <li>• Modify Rights checkbox is marked on the Calendar School Year rights</li> <li>• At least RW rights are assigned to School Months OR</li> <li>• Close School Months checkbox is marked on the Calendar School Year rights</li> </ul> </div>

## School Months Date Logic

- The End Date must be later than the Start Date.
- The Close Date must be later than the End Date.
- Exclude Start must be the same or later than the Start Date.
- Exclude End must be earlier than or the same as the End Date.

## Add School Months

1. Enter the **Name** of the **School Month**.
2. Enter the **Sequence** of the School Month.
3. Enter the **Start Date** and **End Date** of the School Month.
4. Enter the **Exclude Start** and **Exclude End** Dates as needed.
5. Enter the **Close Date**.
6. Add additional School Months in the subsequent rows.
7. Add more rows by clicking the **Add School Months** button. This adds another row to the detail editor.
8. Click the **Save** icon when finished.

## Print School Months

Once school months are created, they can be printed in PDF or DOCX format by selecting the **Print** button at the top of the screen. Non-school days print in yellow shaded cells; Non-instructional days print in blue shaded cells.

Unified School District 08/01/2018 through 07/31/2019		High School 2018-2019 Calendar Year					Calendar Report 05/07/2019 // 08:03:18 AM			
Calendar Month	School Month	M	T	W	TH	F	Instructional Days	Non-Instructional Days	Total Days	Important Dates
August	01	13	14	15	16	17	19	0	19	08/13: First Day of School 08/13: FD 09/03: OH
		20	21	22	23	24				
		27	28	29	30	31				
September	02	3	4	5	6	7	20	0	20	09/12: PL 09/28: IS
		10	11	12	13	14				
		17	18	19	20	21				
October	03	24	25	26	27	28	15	0	15	10/10: PL 10/22 - 10/25: FB 10/26: OH
		1	2	3	4	5				
		8	9	10	11	12				
November	04	15	16	17	18	19	15	1	16	11/09: PT 11/12: OH 11/21 - 11/23: OH
		22	23	24	25	26				
		29	30	31	1	2				
December	05	5	6	7	8	9	15	0	15	12/12: PL 12/24 - 01/04: WB
		12	13	14	15	16				
		19	20	21	22	23				
January	06	26	27	28	29	30	18	1	19	01/07: IS 01/16: PL 01/21: OH 02/01: IS
		3	4	5	6	7				
		10	11	12	13	14				
February	07	17	18	19	20	21	20	0	20	02/13: PL 02/18: OH 02/19 - 02/22: WB 03/08: IS
		24	25	26	27	28				
		31	1	2	3	4				
January	06	7	8	9	10	11	18	1	19	01/07: IS 01/16: PL 01/21: OH 02/01: IS
		14	15	16	17	18				
		21	22	23	24	25				
February	07	28	29	30	31	1	20	0	20	02/13: PL 02/18: OH 02/19 - 02/22: WB 03/08: IS
		4	5	6	7	8				
		11	12	13	14	15				

School Month Print

## Delete School Months

School Months are deleted one at a time by clicking the X to the left of the row that contains the school month to be deleted. An alert message appears indicating that the deletion occurs when the Save icon is selected.